

Utility Invoice Format Change Advisory

Date: [Insert Date]

Dear [Customer Name],

We hope this message finds you well. We are writing to inform you of an upcoming change to the format of our utility invoices.

Starting from [Effective Date], you will notice the following changes in your invoice:

- Updated layout for clearer understanding of charges
- New payment options available
- Enhanced details regarding consumption and billing

We believe these changes will provide you with a more user-friendly experience. Should you have any questions or require further assistance, please do not hesitate to contact our customer service team at [Customer Service Phone Number] or [Customer Service Email].

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Position]

[Utility Company Name]

[Contact Information]