

Utility Billing Account Update

Date: [Insert Date]

Dear [Account Owner's Name],

We hope this message finds you well. We are writing to inform you of an important update regarding your utility billing account with us.

Your account number: **[Insert Account Number]**

Recent Changes:

- New Billing Cycle Dates: [Insert New Dates]
- Updated Service Rates: [Insert Updated Rates]
- Payment Methods: [Insert Any Changes to Payment Methods]

If you have any questions or need assistance, please feel free to contact our customer service hotline at [Insert Phone Number] or email us at [Insert Email Address].

Thank you for being a valued customer.

Sincerely,

[Your Utility Company Name]

[Your Contact Information]