

Revised Utility Charge Notice

Date: [Insert Date]

Customer Name: [Insert Customer Name]

Account Number: [Insert Account Number]

Address: [Insert Customer Address]

Dear [Insert Customer Name],

We are writing to inform you of a revision to your utility charge. After a thorough review, we identified an error in the previous charge applied to your account.

Your revised utility charge for the billing period of [Insert Billing Period] is now [\$Insert Revised Amount]. We apologize for any confusion this may have caused and appreciate your understanding.

If you have any questions regarding this notice, please feel free to contact our customer service team at [Insert Phone Number] or [Insert Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Company Name]

[Your Company Address]

[Your Contact Information]