

Utility Billing Adjustment Notification

Dear [Customer Name],

We are reaching out to inform you about an adjustment to your recent utility bill. Due to [reason for adjustment], your billing statement for the month of [Month/Year] has been modified.

Details of the adjustment:

- Previous Amount Due: \$[Previous Amount]
- New Amount Due: \$[New Amount]
- Adjustment Date: [Adjustment Date]

If you have any questions regarding this adjustment or if you believe this has been made in error, please do not hesitate to contact our customer service team at [Customer Service Number] or via email at [Customer Service Email].

Thank you for your understanding and for being a valued customer.

Sincerely,

[Your Utility Company Name]

[Contact Information]