

# Utility Rate Adjustment Notification

Date: [Insert Date]

To: [Customer's Name]

[Customer's Address]

[City, State, Zip Code]

Dear [Customer's Name],

We hope this message finds you well. We are writing to inform you of an adjustment to our utility rates, which will take effect on [Insert Effective Date]. This change is necessary to continue providing you with high-quality service and to accommodate the rising costs of energy supply and infrastructure maintenance.

Details of the Adjustment:

- Current Rate: [Insert Current Rate]
- New Rate: [Insert New Rate]
- Effective Date: [Insert Effective Date]

We understand that changes in rates can impact your household budget, and we are committed to helping you manage your utility usage. Please visit our website or contact our customer service team for tips on how to optimize your energy consumption and reduce costs.

Thank you for your understanding and continued support. If you have any questions regarding this adjustment, please do not hesitate to reach out to us at [Insert Contact Information].

Sincerely,

[Your Name]

[Your Position]

[Utility Company Name]

[Utility Company Contact Information]