

Important Notice: Utility Rate Increase

Date: [Insert Date]

Dear Valued Customer,

We hope this message finds you well. We are writing to inform you about an upcoming increase in your utility rates that will take effect on [Insert Effective Date]. This adjustment is necessary to ensure that we can continue providing reliable and high-quality services to our community.

The new rates will be as follows:

- Residential Customer Rate: [Insert New Rate]
- Commercial Customer Rate: [Insert New Rate]
- Industrial Customer Rate: [Insert New Rate]

We understand that rate increases can be challenging, and we are committed to helping our customers manage their utility costs. To assist you, we encourage you to visit our website at [Insert Website Link] for tips on energy conservation and available programs to help lower your bills.

If you have any questions or concerns regarding this rate change, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your understanding and continued support.

Sincerely,

[Your Name]

[Your Title]

[Utility Company Name]