

# Notification of Anticipated Utility Service Changes

Date: [Insert Date]

Dear [Customer Name],

We hope this message finds you well. We are writing to inform you about the anticipated changes to your utility service provided by [Utility Company Name].

As part of our ongoing efforts to improve our services, we will be implementing changes that may affect your utility supply. The expected date for these changes is [Insert Date]. You may notice the following modifications:

- Change in service rates
- Alterations to service availability
- Updated billing procedures

We understand that changes can be challenging, and we are committed to providing you with the support you need during this transition. Should you have any questions or require further information, please do not hesitate to reach out to our customer service team at [Contact Information].

Thank you for your understanding and continued support.

Sincerely,

[Your Name]

[Your Title]

[Utility Company Name]

[Contact Information]