

Utility Budget Billing Adjustment Notification

Date: [Insert Date]

Dear [Customer Name],

We are writing to inform you about an adjustment to your budget billing plan. As part of our commitment to providing you with accurate billing, we regularly review account activity and utility usage.

Your current monthly budget amount has been adjusted from \$[Old Amount] to \$[New Amount] effective [Effective Date]. This change reflects changes in your usage patterns and energy costs over the past year.

If you have any questions or would like to discuss your account further, please do not hesitate to contact our customer service department at [Customer Service Phone Number] or [Customer Service Email].

Thank you for being a valued customer.

Sincerely,

[Utility Company Name]

[Your Name]

[Your Position]