

Utility Budget Billing Statement Review

Date: [Insert Date]

To: [Customer Name]

[Customer Address]

[City, State, Zip Code]

Dear [Customer Name],

We appreciate your continued trust in our utility services. As part of our commitment to providing transparent billing, we are reviewing your budget billing statement.

Your current budget billing amount is [Insert Amount]. This amount is calculated based on your estimated annual usage and may be adjusted depending on your actual usage over the billing period.

We recommend reviewing your usage patterns for the past year. Should there be notable changes, such as increased energy consumption or lifestyle changes, please contact us so that we can assist you in adjusting your budget bill accordingly.

If you have any questions regarding your statement or the budget billing program, please do not hesitate to reach out to our customer service team at [Customer Service Phone Number] or via email at [Customer Service Email].

Thank you for being a valued customer!

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]