

Notice of Seasonal Billing Rate Alteration

Date: [Insert Date]

To: [Customer Name]

[Customer Address]

Dear [Customer Name],

We hope this message finds you well. We are writing to inform you of an upcoming change to your utility billing rates that will take effect on [Effective Date]. This adjustment is in line with our seasonal billing policy aimed at better managing energy usage throughout the year.

The new rates will be as follows:

- Residential Rate: [New Rate] per kWh
- Commercial Rate: [New Rate] per kWh
- Industrial Rate: [New Rate] per kWh

We encourage you to review your usage and consider ways to optimize your consumption during this period. Detailed information can be found on our website or by contacting our customer service team at [Customer Service Phone Number].

Thank you for your understanding and for being a valued customer.

Sincerely,

[Your Name]

[Your Position]

[Utility Company Name]

[Contact Information]