

Official Notice

Date: [Insert Date]

To: [Customer's Name]

Address: [Customer's Address]

Account Number: [Customer's Account Number]

Dear [Customer's Name],

We are writing to inform you of an important update regarding your utility account. As of [Effective Date], your account will be updated to reflect the following changes:

- New Billing Rate: [New Billing Rate]
- Updated Service Plan: [Service Plan Details]
- Contact Information: [Updated Contact Information]

Please review the changes and ensure that your billing information is accurate. If you have any questions or concerns, do not hesitate to contact our customer service department at [Customer Service Phone Number] or [Customer Service Email].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[Company Phone Number]