

# Energy Cost Adjustment Notification

Date: [Insert Date]

Dear [Customer's Name],

We hope this message finds you well. We are writing to inform you about an important update regarding your energy costs. As part of our commitment to transparency, we want to let you know that there will be an adjustment in the energy rates effective [Insert Effective Date].

This adjustment is necessary due to [briefly explain reasons for the adjustment, e.g., rising fuel costs, regulatory changes]. As a result, your energy bill will reflect an increase/decrease of [insert percentage or amount].

We understand that any change in costs can be concerning, and we are here to assist you. Should you have any questions or require further clarification about this adjustment, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your continued support and understanding.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Contact Information]