

Utility Billing Fuel Factor Adjustment

Date: [Insert Date]

Customer Name: [Insert Customer Name]

Account Number: [Insert Account Number]

Address: [Insert Customer Address]

Dear [Customer Name],

We are writing to inform you of an adjustment to the fuel factor that will impact your utility billing. This adjustment is necessary due to changes in fuel costs and is in accordance with our terms of service.

The new fuel factor, effective [Insert Effective Date], will be [Insert New Fuel Factor Rate]. This adjustment is expected to increase your monthly bill by approximately [Insert Estimated Increase Percentage/Amount].

We understand that changes in your bill can be challenging, and we are here to assist you. If you have any questions or need further clarification regarding this adjustment, please do not hesitate to contact our customer service team at [Insert Customer Service Phone Number] or [Insert Customer Service Email].

Thank you for your understanding and continued support.

Sincerely,

[Your Company Name]

[Your Company Contact Information]