

Utility Cost Adjustment Notification

Dear [Customer Name],

We hope this message finds you well. We are writing to inform you of an adjustment to your utility costs that will take effect on [Effective Date]. Due to [reason for adjustment, e.g., increased operational costs, changes in regulations, etc.], there will be a change in your upcoming billing statement.

Your new rate will be [New Rate] per [unit], compared to your previous rate of [Old Rate] per [unit]. We understand that any increase can be a concern, and we want to assure you that we are committed to providing you with reliable and efficient service.

If you have any questions or concerns regarding this adjustment, please do not hesitate to contact our customer service team at [Customer Service Phone Number] or [Customer Service Email].

Thank you for your understanding and continued patronage.

Sincerely,

[Your Name]

[Your Title]

[Utility Company Name]

[Contact Information]