

# Utility Fuel Adjustment Notification

Date: [Insert Date]

Account Holder: [Insert Account Holder's Name]

Account Number: [Insert Account Number]

Address: [Insert Address]

Dear [Insert Account Holder's Name],

We are writing to inform you about an upcoming adjustment to your utility bill due to the increase in fuel costs. Effective [Insert Date], your monthly utility rates will be adjusted to reflect the current market conditions affecting fuel prices.

The fuel adjustment will result in a change of [Insert Amount/Percentage] to your monthly bill. We understand that changes in utility costs can be concerning, and we want to assure you that we are committed to providing you with the most reliable service at the best possible rate.

If you have any questions or need further assistance, please do not hesitate to contact our customer service department at [Insert Contact Information].

Thank you for your understanding and continued support.

Sincerely,

[Insert Your Name]

[Insert Your Title]

[Insert Utility Company Name]

[Insert Contact Information]