

Utility Fuel Surcharge Announcement

Date: [Insert Date]

Dear [Customer/Recipient's Name],

We hope this message finds you well. We are writing to inform you about an upcoming adjustment to your utility service billing.

Due to the increase in fuel costs, a utility fuel surcharge will be applied to your account effective [Insert Start Date]. This surcharge is necessary to ensure we can continue providing reliable service to our valued customers.

The surcharge will be reflected in your monthly bill as a separate line item. We understand that any increase in cost can be challenging, and we appreciate your understanding and support as we navigate this situation.

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

Thank you for your continued loyalty and for choosing [Utility Company Name].

Sincerely,

[Your Name]

[Your Position]

[Utility Company Name]

[Utility Company Contact Information]