

Utility Billing Adjustment Notice

Date: [Insert Date]

Dear [Customer's Name],

We hope this message finds you well. We are writing to inform you about an adjustment made to your utility billing statement for the period of [Insert Billing Period].

Upon review, we identified discrepancies in your previous bill attributed to [brief explanation of the reason for adjustment, e.g., meter read error, estimated billing, etc.]. As a result, your new adjusted charge is [Insert Adjusted Amount].

We understand that billing adjustments can be concerning, and we are here to provide you with clarity and support regarding this matter. If you have any questions about your bill or the adjustment process, please do not hesitate to contact our customer service team at [Insert Phone Number] or [Insert Email Address].

Thank you for your understanding and continued support.

Sincerely,

[Your Utility Company Name]

[Your Name]

[Your Position]

[Contact Information]