

Utility Charges Clarification

Date: [Insert Date]

To: [Recipient Name]

[Recipient Address]

Dear [Recipient Name],

We hope this message finds you well. We are writing to inform you of the recent changes made to the utility charges that have been reflected in your account.

As of [Effective Date], the utility rates have been adjusted due to [reason for increase, e.g., regulatory changes, increased service costs, etc.]. This adjustment is necessary to ensure continued service quality and sustainability.

The following changes will take effect:

- Previous Rate: [Insert Previous Rate]
- New Rate: [Insert New Rate]
- Effective Date of New Rate: [Insert Date]

If you have any questions regarding this change or how it may affect your billing, please do not hesitate to contact our customer service department at [Contact Information].

Thank you for your understanding and continued support.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[Contact Information]