

Utility Cost Revision Notice

Date: [Insert Date]

Dear [Customer Name],

We hope this message finds you well. We are writing to inform you of an upcoming revision to the utility costs associated with your account.

Effective [Insert Effective Date], the cost of [specific utility, e.g., electricity, water] will be adjusted to reflect [brief reason for the increase, e.g., increased operational costs, inflation]. The new rates will be as follows:

- New Rate: [Insert New Rate]
- Previous Rate: [Insert Previous Rate]

We understand that any change in cost can be challenging. Please rest assured that we are committed to providing you with the highest quality of service while managing these changes responsibly.

If you have any questions or wish to discuss this matter further, please do not hesitate to contact our customer service team at [Insert Contact Information].

Thank you for your understanding and continued support.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]