

# Utility Rate Adjustment Notification

Date: [Insert Date]

Dear [Customer Name],

We hope this message finds you well. We are writing to inform you of an upcoming adjustment to our utility rates that will take effect on [Effective Date]. This decision has been made in order to continue providing you with reliable service and to meet the increasing costs of providing electricity, water, or gas.

Here are the details regarding the new rates:

- Previous Rate: \$[Old Rate]
- New Rate: \$[New Rate]
- Effective Date: [Effective Date]

We understand that changes in rates can create concerns. Please rest assured that we are committed to ensuring quality service and maintaining transparency with our customers.

If you have any questions regarding this change, please feel free to contact our customer service department at [Customer Service Phone Number] or [Customer Service Email].

Thank you for your understanding and continuing to choose us as your utility provider.

Sincerely,

[Your Company Name]

[Your Company Address]

[Your Company Contact Information]