

# Utility Rate Update Notice

Date: [Insert Date]

Dear Valued Customer,

We are writing to inform you of an upcoming change in your utility rates. Effective [Insert Effective Date], the rates for [Insert Utility Type, e.g., electricity, water, gas] will be updated as follows:

Service Type	Old Rate	New Rate
[Insert Service Type]	[Insert Old Rate]	[Insert New Rate]

This adjustment is necessary to continue providing you with reliable service and to accommodate the rising costs of providing utilities. We understand that changes in rates can impact your budget, and we appreciate your understanding.

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

Thank you for being a valued customer.

Sincerely,

[Your Company Name]

[Your Company Address]

[Your Company Phone Number]

[Your Company Email Address]