

Annual Utility Billing Cycle Overview

Date: [Insert Date]

Dear [Customer Name],

We are pleased to provide you with an overview of our Annual Utility Billing Cycle for the year [insert year]. This document outlines important information regarding your utility billing, payment options, and any changes to our services.

Billing Cycle Schedule

Your utility bill will be generated on the [insert billing date] of each month. Payments are due by the [insert due date] of each month.

Payment Options

- Online Payments: Visit our website at [insert website URL].
- By Mail: Send your payment to [insert mailing address].
- In-Person: Visit our office at [insert office address].

Rate Changes

Please be informed that there will be a change in the rates effective [insert effective date]. The new rates will be as follows:

- Water: [insert new rate]
- Electricity: [insert new rate]
- Gas: [insert new rate]

Contact Us

If you have any questions or need assistance, do not hesitate to contact our customer service team at [insert phone number] or [insert email address].

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Title]

[Utility Company Name]