

Utility Billing Schedule Adjustment Notice

Date: [Insert Date]

Customer Name: [Insert Customer Name]

Customer Address: [Insert Customer Address]

Dear [Insert Customer Name],

We hope this message finds you well. We are writing to inform you of an upcoming adjustment to your utility billing schedule. This change is necessary to ensure a streamlined billing process and to better serve your needs.

Effective [Insert Effective Date], your billing schedule will be adjusted to the following:

- New Billing Cycle Start Date: [Insert Date]
- New Billing Cycle End Date: [Insert Date]
- Billing Due Date: [Insert Date]

If you have any questions or concerns regarding this adjustment, please feel free to reach out to our customer service department at [Insert Phone Number] or [Insert Email Address].

Thank you for your understanding and cooperation.

Sincerely,

[Insert Utility Company Name]

[Insert Contact Information]