

Notice of Changes to Service Charges

Date: [Insert Date]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you of upcoming changes to our service charges effective [Insert Effective Date].

The following adjustments will be made:

- Previous Service Charge: [Insert Previous Amount]
- New Service Charge: [Insert New Amount]
- Reason for Change: [Insert Reason]

We appreciate your understanding and continued support. If you have any questions or concerns regarding this change, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]