

Letter of Rate Change Explanation

Date: [Insert Date]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you of an upcoming change to our rates that will take effect on [Insert Effective Date].

Due to [brief explanation of the reason for the rate change, e.g., increased operational costs, changes in market conditions], we find it necessary to adjust our current rates. The new rate will be [insert new rate], which represents an increase of [insert percentage or amount] from the previous rate.

We understand that changes can be challenging, and we want to assure you that we remain committed to providing you with excellent service and value. This adjustment will allow us to continue delivering the quality and support you expect.

If you have any questions or concerns regarding this change, please do not hesitate to reach out to us at [insert contact information].

Thank you for your understanding and continued support.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]