

Notification of Facility Usage Fee Changes

Date: [Insert Date]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you about upcoming changes to our facility usage fees.

Effective [Insert Effective Date], the following changes will take place:

- [Detail the current fee and new fee for Facility A]
- [Detail the current fee and new fee for Facility B]
- [Additional details as necessary]

These changes are necessary to continue providing quality services and maintain our facilities. We appreciate your understanding and continued support.

If you have any questions or need further clarification, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]