

Confirmation of Updated Transportation Service Rates

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to confirm the recent updates to our transportation service rates effective [Insert Effective Date]. As part of our commitment to providing quality service and transparency, we have made adjustments to reflect the current market conditions.

The updated rates are as follows:

- Standard Delivery: \$[New Rate]
- Express Delivery: \$[New Rate]
- International Shipping: \$[New Rate]

Please note that these changes will apply to all future bookings made after the effective date mentioned above. We appreciate your understanding and continued partnership.

If you have any questions or require further clarification regarding the new rates, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Company Address]

[Your Company Phone Number]