

Notification of Transportation Rate Change

Date: [Insert Date]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you of a change in our transportation rates that will take effect on [effective date].

The decision to adjust our rates has been made in response to [briefly explain reason, e.g., increased fuel costs, improved service capabilities, etc.]. We are committed to maintaining high-quality service while managing our operational costs effectively.

Starting from [effective date], the new transportation rates will be as follows:

- [Service Type 1]: [New Rate]
- [Service Type 2]: [New Rate]
- [Service Type 3]: [New Rate]

We understand that rate changes can impact your budgeting and planning. We are here to assist you in any way possible, so please feel free to reach out with any questions or concerns you may have.

Thank you for your understanding and continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]