

Update on Transportation Service Charges

Date: [Date]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you about an important update regarding our transportation service charges.

Effective [Effective Date], the following changes will be applied to our service charges:

- Local Transportation: [New Charge]
- Long-Distance Transportation: [New Charge]
- Special Freight Services: [New Charge]

We appreciate your understanding and continued support. Should you have any questions or require further information, please feel free to contact us at [Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]