

Important Notification Regarding Your Billing

Dear Valued Client,

We hope this message finds you well. We are writing to inform you about an upcoming change to our billing structure that will take effect on **[Effective Date]**.

Due to **[reason for change]**, we will be adjusting our billing rates. The new rates will be as follows:

- Service A: **[New Rate]**
- Service B: **[New Rate]**
- Service C: **[New Rate]**

We understand that changes can be challenging, and we are here to support you through this transition. If you have any questions or concerns, please do not hesitate to reach out to us at **[Contact Information]**.

Thank you for your continued partnership.

Sincerely,

[Your Company Name]
[Your Name]
[Your Title]
[Your Contact Information]