

Rate Modification Explanation

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to provide you with an explanation regarding the recent modification to your rate. This change is necessary due to [insert reason for modification, e.g., changes in market conditions, updated company policies, etc.].

We understand that this modification may raise questions, and we want to assure you that we have taken every measure to mitigate any potential impact on your services. Our commitment to maintaining high-quality service remains our top priority.

If you have any further questions or require additional clarification, please do not hesitate to reach out to us at [insert contact information]. We value your business and appreciate your understanding in this matter.

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]