

Notice of Revised Charges

Date: [Insert Date]

[Your Company Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We hope this message finds you well. We are writing to inform you of a revision to our charges effective [Effective Date].

After careful consideration, we have made adjustments to our pricing structure. The new rates are as follows:

- [Service/Product 1]: [New Charge]
- [Service/Product 2]: [New Charge]
- [Service/Product 3]: [New Charge]

We believe these new charges better reflect the value and quality of the services we provide. If you have any questions or concerns regarding these changes, please do not hesitate to contact us.

Thank you for your continued support and understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]