

Notification of Rate Adjustment

Date: [Insert Date]

Dear [Customer Name],

We hope this message finds you well. We would like to inform you that effective [Insert Effective Date], we will be adjusting our rates for [Insert Service/Product]. This adjustment reflects [brief reason for the adjustment, e.g., increased operational costs].

The new rates will be as follows:

- [Service/Product 1]: [New Rate]
- [Service/Product 2]: [New Rate]

We appreciate your understanding and continued support. If you have any questions or concerns regarding this adjustment, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Phone Number]

[Company Email]