

Update on Billing Rate Modifications

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you of an upcoming modification to our billing rates, effective [Effective Date].

After careful consideration and review of our service offerings, we believe these adjustments are necessary to continue providing you with the highest quality service. The new billing rates will be as follows:

- [Service 1]: \$[New Rate]
- [Service 2]: \$[New Rate]
- [Service 3]: \$[New Rate]

We appreciate your understanding and continued partnership. If you have any questions or concerns regarding this change, please do not hesitate to reach out to us.

Thank you for your attention to this matter.

Sincerely,

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