

# Dear Valued Client,

We hope this message finds you well. We are writing to inform you about a necessary adjustment to our service fares, effective [insert effective date].

In order to continue providing you with the high-quality service you have come to expect from us, and to accommodate the rising costs of operations, we will be adjusting our fares as follows:

- [Service Type 1]: [New Fare]
- [Service Type 2]: [New Fare]
- [Service Type 3]: [New Fare]

We understand that fare adjustments can be concerning, and we want to assure you that we have made every effort to keep increases as minimal as possible while continuing to uphold our service standards.

If you have any questions or concerns regarding this adjustment, please do not hesitate to reach out to our customer service team.

Thank you for your continued support and understanding.

Sincerely,  
[Your Company Name]  
[Contact Information]