

# Tax Rate Adjustment Notification

Date: [Insert Date]

Dear [Recipient's Name],

We are writing to inform you about an adjustment to the tax rates that will take effect starting [Effective Date]. This adjustment is in compliance with [regulatory reason, if applicable].

The new tax rates are as follows:

- Current Tax Rate: [Current Rate]
- New Tax Rate: [New Rate]

This adjustment will impact your [description of what is affected, e.g., income tax, sales tax, etc.]. We recommend that you review your accounts and make any necessary adjustments accordingly.

If you have any questions regarding this change, please do not hesitate to contact us at [Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Contact Information]