

# Tax Rate Alteration Notification

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to inform you of an impending change to the tax rate that will impact our products/services. Effective [Effective Date], the applicable tax rate will be altered from [Old Tax Rate]% to [New Tax Rate]%. This change is a result of [reason for tax rate alteration, e.g., government regulations, company policy, etc.].

Please understand that this adjustment is necessary to align with [mention any relevant legislation or policy changes]. This change may affect your billing and invoices moving forward.

If you have any questions or require further clarification regarding this alteration, do not hesitate to contact us at [Contact Method]. We appreciate your understanding and continued support.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]