

Dear Valued Customers,

We are writing to inform you of an upcoming change to our tax rates that will take effect on **[Effective Date]**.

The tax rate on our products and services will be adjusted from **[Old Tax Rate]** to **[New Tax Rate]**. This shift is a result of **[Brief Reason for Change]**.

We are committed to transparency and want to keep you informed about how this may affect your purchases with us. We encourage you to review your options and plan accordingly.

If you have any questions regarding this change, please do not hesitate to reach out to our customer service team at **[Contact Information]**.

Thank you for your understanding and continued support.

Sincerely,

[Your Company Name]

[Your Company Address]

[Your Company Phone Number]

[Your Company Email]