

Notification of Transport Rate Adjustment

Date: [Insert Date]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you of an upcoming adjustment to our transport rates which will take effect on [Effective Date].

Due to [reason for the rate hike, e.g., rising fuel costs, increased operational expenses], it has become necessary to adjust our rates to maintain the quality and reliability of our services.

The new rates are as follows:

- Local Transport: [New Rate]
- Regional Transport: [New Rate]
- Long-Distance Transport: [New Rate]

We understand that changes in pricing can be challenging, and we assure you that we are committed to providing the best service possible. If you have any questions or need further clarification, please do not hesitate to reach out to us.

Thank you for your understanding and continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]