

Formal Notice for Transport Charge Modification

Date: [Insert Date]

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to formally inform you of a modification in our transport charges that will take effect from [Insert Effective Date]. Due to [brief reason for the modification, e.g., rising fuel costs, enhanced service offerings], we find it necessary to adjust our pricing structure.

The new transport charges will be as follows:

- [Detail of the new charge structure]
- [Additional details if necessary]

We understand that changes in charges may be concerning, and we want to assure you that we remain committed to providing you with the highest level of service and value. Should you have any questions or require further clarification, please do not hesitate to contact us at [Your Contact Information].

Thank you for your understanding and continued support.

Sincerely,
[Your Name]
[Your Position]
[Company Name]
[Company Address]
[City, State, Zip Code]
[Contact Information]