

Fuel Surcharge Adjustment Notification

Date: [Insert Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We hope this message finds you well. We are writing to inform you of an adjustment to our fuel surcharge that will take effect on [Effective Date]. This change is due to fluctuations in fuel costs and will be reflected in your upcoming invoices.

The new fuel surcharge rate will be [Insert New Rate]%, compared to the previous rate of [Insert Previous Rate]%. We strive to be transparent about these changes and ensure that our pricing remains competitive and fair.

If you have any questions or require further clarification regarding this adjustment, please feel free to contact us at [Contact Information].

Thank you for your understanding and continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Company Address]

[Your Company Phone Number]