

Fuel Surcharge Change Notification

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to inform you about a change in our fuel surcharge policy that will take effect on [Effective Date]. Due to fluctuations in fuel prices, we have adjusted our surcharge to better align with current market conditions.

The new fuel surcharge will be [Insert New Percentage or Dollar Amount] and will be applied to all shipments starting from the effective date mentioned above.

We understand that changes like these can impact your budgeting, and we want to assure you that we are committed to providing you with the best possible service while maintaining fair pricing structures. If you have any questions or require further clarification, please do not hesitate to contact our customer service department at [Insert Contact Information].

Thank you for your understanding and continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]