

Dear [Client's Name],

We hope this message finds you well. We are writing to inform you about the recent adjustments regarding our fuel surcharge policy.

Due to the fluctuating fuel prices, we have implemented a fuel surcharge that will be applied to [specific services/products]. This adjustment is necessary to ensure we can continue providing high-quality service without interruption.

The current fuel surcharge rate is set at [insert percentage or amount]. This charge will be reflected in your upcoming invoices starting from [effective date].

We understand that these changes may cause concern, and we want to assure you that we are continually monitoring fuel prices and will strive to keep this surcharge as low as possible.

If you have any questions or concerns regarding this fuel surcharge or any other matter, please feel free to reach out to us at [contact information].

Thank you for your understanding and continued partnership.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Contact Information]