

Notice of Increased Fuel Surcharge

Date: [Insert Date]

Dear [Recipient's Name],

We are writing to inform you of an upcoming increase in our fuel surcharge, effective [Insert Effective Date]. This decision has been made in response to the continuing rise in fuel prices and operational costs.

The new fuel surcharge will be adjusted to [Insert New Fuel Surcharge Percentage/Amount]. This adjustment is necessary to maintain our service quality and ensure the sustainability of our operations.

We appreciate your understanding and support as we navigate these challenging circumstances. Should you have any questions or require further information, please do not hesitate to reach out to us at [Insert Contact Information].

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]