

Temporary Fuel Surcharge Notification

Date: [Insert Date]

Dear [Customer's Name],

We hope this message finds you well. As you are aware, the continuous fluctuations in fuel prices have significantly impacted our operating costs. To maintain our service levels, we must implement a temporary fuel surcharge.

Effective from [Start Date], a surcharge of [Percentage/Amount] will be applied to all invoices until further notice. This surcharge will be reviewed regularly and adjusted as necessary based on fuel price evaluations.

We appreciate your understanding and support during this time. Should you have any questions or need further clarification, please do not hesitate to contact us.

Thank you for your continued partnership.

Sincerely,
[Your Name]
[Your Position]
[Your Company Name]
[Contact Information]