

Dear Valued Customer,

We hope this message finds you well. We would like to inform you about an upcoming adjustment to our fuel surcharge.

Effective **[Effective Date]**, the fuel surcharge will be adjusted to **[New Surcharge Percentage]**%. This change is a result of the recent fluctuations in fuel prices, which have significantly impacted our operational costs.

We understand that changes in pricing can be challenging, and we are committed to providing transparency in our pricing structure. This adjustment will enable us to continue delivering the quality service you expect from us.

If you have any questions or require further clarification, please do not hesitate to contact our customer service team at **[Customer Service Email or Phone Number]**.

Thank you for your understanding and continued support.

Warm regards,

[Your Company Name]

[Your Name]

[Your Position]