

# Important Notification Regarding Tax Rate Changes

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you of an upcoming change to the tax rates that may affect you.

Effective [start date], the tax rate will be adjusted from [old rate]% to [new rate]%. This change is in accordance with [mention any relevant laws or regulations, if applicable].

We understand that changes to tax rates can be concerning, and we encourage you to review your financial planning accordingly. Should you have any questions or require further details, please do not hesitate to contact us at [contact information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization Name]

[Contact Information]