

Service Charge Change Announcement

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you about an upcoming change to our service charges, effective [Effective Date]. This adjustment is necessary to continue providing you with the high-quality services you expect and deserve.

The new service charge will be [New Amount] per [Month/Quarter/Year], which reflects an increase of [Amount/Percentage]. This change is a result of [reason for the increase, e.g., rising operating costs, enhancements in services, etc.].

We understand that changes in service charges may impact your budget, and we want to ensure that you are fully informed and prepared. Should you have any questions or require further clarification, please do not hesitate to reach out to us at [Contact Information].

Thank you for your understanding and continued support.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Contact Information]