

# Notification of Adjustment to Telephone Service Rates

Dear Valued Customer,

We hope this message finds you well. We are writing to inform you of an upcoming adjustment to our telephone service rates.

Effective [Effective Date], the rates for your telephone services will be adjusted as follows:

- Basic Service: \$[New Rate]
- Long Distance: \$[New Rate]
- International Calling: \$[New Rate]

This adjustment is necessary to continue providing you with the high-quality service you have come to expect from us. We appreciate your understanding and support.

If you have any questions regarding these changes, please do not hesitate to contact our customer service team at [Customer Service Number] or [Email Address].

Thank you for your continued trust in our services.

Sincerely,

[Your Name]  
[Your Position]  
[Company Name]  
[Company Address]  
[Phone Number]  
[Email Address]