

Fuel Cost Revision Notice

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you of an upcoming revision to our fuel costs, effective [Effective Date]. Due to [reason for the fuel cost revision, e.g., market fluctuations, increase in oil prices], we find it necessary to adjust our fuel pricing.

The new rates will be as follows:

- Fuel Type A: \$[New Rate A]
- Fuel Type B: \$[New Rate B]
- Fuel Type C: \$[New Rate C]

We appreciate your understanding and support during this period of adjustment. Should you have any questions, please do not hesitate to contact us at [Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[Your Contact Information]