

Express Delivery Surcharge Advisory

Dear [Customer's Name],

We hope this message finds you well. We are writing to inform you about a recent update regarding our express delivery services.

Effective [Effective Date], a surcharge will be applied to all express delivery orders. This change is necessary due to [reason for surcharge], ensuring that we can maintain the quality and speed of our services.

The new surcharge rates are as follows:

- Express Delivery within [Area/Region]: \$[Amount]
- Same-Day Delivery: \$[Amount]
- International Express Delivery: \$[Amount]

We appreciate your understanding and continued support. If you have any questions or concerns, please do not hesitate to contact our customer service team at [Contact Information].

Thank you for choosing [Company Name].

Sincerely,

[Your Name]
[Your Position]
[Company Name]
[Contact Information]