

Express Shipping Surcharge Notification

Dear [Customer Name],

We hope this message finds you well. We wish to inform you that, effective [Effective Date], there will be a surcharge applied to express shipping services due to [Reason for Surcharge, e.g., rising fuel costs, increased demand].

The new surcharge will be [Amount or Percentage] for all express shipping orders. We understand the impact of this change and appreciate your continued support.

If you have any questions or concerns regarding this surcharge, please do not hesitate to reach out to our customer service team at [Customer Service Contact Information].

Thank you for your understanding.

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