

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Company/Organization Name]
[Recipient Address]
[City, State, Zip Code]
Dear [Recipient Name],
Subject: Notification of Rate Change
1. **Introduction**
- Briefly state the purpose of the letter.
- Mention the current rate and the effective date of the change.
2. **Details of Rate Change**
- Provide specifics about the new rate.
- Explain the reason for the rate change (if applicable).
3. **Implications of Change**
- Describe how the change will affect recipients.
- Include any necessary actions they may need to take in response to the change.
4. **Contact Information**
- Encourage recipients to reach out with questions or concerns.
- Provide your contact details for inquiries.
5. **Conclusion**
- Thank the recipients for their understanding.
- Reiterate important dates or actions to be taken.
Sincerely,
[Your Name]
[Your Position]
[Company/Organization Name]