

COMPANY NAME
ADDRESS
CITY, STATE ZIP
E-MAIL: NAME@NAME.COM

(xxx) xxx-xxxx

FAX (xxx) xxx-xxxx

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Date

Name
Company
Address Line
City, State Zip Code

Re: Service Rate Increase

Dear Name:

This letter is to inform you that as of Date all truck deliveries will incur an additional cost of \$5.00. This delivery increase is a direct result of the current increase in gasoline prices. We offer our apologies for this service increase and we are working to eliminate the increase as soon as possible.

Sincerely,