**June 1, 2025**

**Alpha Personal Supports**

**123 West St**

**Anytown, Maryland 00000**

**Subject: Update in Hourly Rate**

Dear Alpha Personal Supports:

This letter is to inform you of an adjustment to your current hourly rate. **Effective July 1, 2025,** your hourly rate will be as follows:

Personal Supports: $53.28

Respectfully,

Alex Smith

Alex Smith