**[Date, on or before July 1, 2025]**

**[Vendor / Provider Company Name]**

**[Vendor / Provider Address]**

**Subject: Update in Hourly Rate**

Dear [Vendor / Provider Company Name]:

This letter is to inform you of an adjustment to your current hourly rate. **Effective [date of change, on or before July 1, 2025]** your hourly rate will be as follows:

[Waiver Service]: $[new rate]

[Waiver Service]: $[new rate]

Respectfully,

[Participant Name]