

[Company Letterhead/Logo]

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Address Line 1]

[Address Line 2]

Subject: Update on Carbon Tax and Pricing Regulations

Dear [Recipient Name],

We are writing to provide you with an important update regarding recent changes to carbon tax and carbon pricing regulations that may affect your business operations and reporting requirements.

Effective [Date], the following regulatory adjustments have been implemented:

- **Rate Adjustments:** The carbon price has increased from [Old Rate] to [New Rate] per tonne of CO₂e.
- **Compliance Obligations:** Changes to emission thresholds for mandatory reporting.
- **Exemptions and Offsets:** Updated criteria for eligible carbon offset credits and industry-specific exemptions.

Our records indicate that these changes may impact your [Quarterly/Annual] financial planning and sustainability disclosures. We recommend a review of your current emission profiles to ensure continued compliance with local and federal mandates.

To assist with this transition, we have attached a detailed summary of the revised legislation. Our team is available to discuss how these pricing mechanisms will be integrated into future invoicing and reporting cycles.

If you have any questions regarding these regulatory updates, please contact [Department/Contact Name] at [Phone Number] or [Email Address].

Sincerely,

[Your Signature]

[Your Name]

[Your Title]

[Your Company Name]