[Company Name]
[Department Name]
[Address Line 1]
[City, State, Zip Code]
[Date]

[Customer Name]
[Customer Address]
[City, State, Zip Code]

Subject: Confirmation of Change in Class of Use for Delivery Services

Dear [Customer Name],

This letter serves as formal confirmation that the Class of Use for your retail delivery account has been successfully updated in our system. These changes are effective as of [Effective Date].

Updated Account Details:

- **Account Number:** [Account Number]
- **Previous Class of Use:** [Former Class, e.g., Standard/Personal]
- **New Class of Use:** [New Class, e.g., Commercial/Express/Bulk]
- **Service Rate Adjustment:** [New Rate or "No Change"]

Please note that this change may affect your delivery priority, billing cycles, and applicable service fees. Any deliveries scheduled after the effective date will be processed under the terms and conditions associated with the new Class of Use.

If you did not authorize this change or if any of the information above is incorrect, please contact our support team immediately at [Phone Number] or [Email Address].

Thank you for your continued business.

Sincerely,

[Sender Name]
[Title]
[Company Name]