

[Company Name]
[Department]
[Address]
[City, State, Zip Code]

[Date]

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

Subject: Acknowledgment of Rate Status Conversion - Account No: [Account Number]

Dear [Customer Name],

This letter is to formally acknowledge the receipt and processing of your request to convert your rate status. We are pleased to confirm that your account has been successfully updated.

The details of your rate conversion are as follows:

- **Previous Rate Status:** [Old Rate Type/Amount]
- **New Rate Status:** [New Rate Type/Amount]
- **Effective Date:** [Effective Date]

The new rate will be reflected in your next billing statement dated [Date of Next Statement]. Please review your upcoming statement to ensure all details are correct. All other terms and conditions of your agreement remain unchanged.

If you have any questions regarding this conversion or require further assistance, please contact our customer service department at [Phone Number] or via email at [Email Address].

Thank you for your continued business.

Sincerely,

[Authorized Signature]
[Printed Name]
[Title]