

Subject: Important Update: Fee Adjustment Notification

Dear [Client's Name],

I hope this message finds you well. We greatly appreciate your continued partnership and trust in our services.

We are writing to inform you of an upcoming adjustment to our service fees. Effective [date], there will be an increase of [percentage or amount] in our fees for [specific services]. This decision was made to ensure we can continue to provide you with the highest quality of service and support.

We understand that changes in fees can be challenging, and we are committed to providing you with value and the best possible service. If you have any questions or would like to discuss this further, please do not hesitate to reach out to us.

Thank you for your understanding and continued business.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]

[Company Website]