

[Your Company Letterhead]

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Job Title]

[Recipient Company Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well.

We greatly value your partnership and appreciate the trust you place in us. We are writing to inform you about an upcoming change to our fee structure that will take effect on [effective date].

Due to [briefly explain reason for fee increase, e.g., rising operational costs, enhanced services, etc.], we find it necessary to adjust our fees. Effective [effective date], our new fee structure will be as follows:

- [Service/Product 1]: [New Fee]

- [Service/Product 2]: [New Fee]

- [Service/Product 3]: [New Fee]

We want to assure you that this decision was made after careful consideration, and we remain committed to providing you with high-quality service and support.

If you have any questions regarding this change or would like to discuss it further, please do not hesitate to contact me directly at [your phone number] or [your email address].

Thank you for your understanding and continued support.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]