

[Your Business Name]
[Your Business Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

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

Dear [Customer's Name],

Subject: Notice of Fee Increase

We hope this message finds you well.

We want to take a moment to thank you for your continued support and loyalty to [Your Business Name]. We value our relationship and appreciate the trust you place in us.

We are writing to inform you of an upcoming adjustment to our service fees. Starting from [Effective Date], our [specific service or product] fee will increase from [Old Fee] to [New Fee]. This change is necessary to maintain the quality of our services and support the growth of our business amidst rising operational costs.

We understand that price changes can be concerning, and we assure you that we remain committed to providing you with the best value and service.

If you have any questions or concerns about this new pricing or if we can assist you in any other way, please do not hesitate to reach out to us at [Phone Number] or [Email Address].

Thank you for your understanding and continued support.

Sincerely,

[Your Name]
[Your Title]
[Your Business Name]