

[Your Company Letterhead]

[Date]

[Client's Name]

[Client's Address]

[City, State, ZIP Code]

Dear [Client's Name],

Subject: Notification of Fee Increase

We hope this message finds you well. We would like to take this opportunity to thank you for your continued partnership with [Your Company Name].

We are reaching out to inform you that, effective [Effective Date], there will be an increase in our service fees. The new fee structure will be as follows:

- Service/Product 1: [New Fee]

- Service/Product 2: [New Fee]

- Service/Product 3: [New Fee]

This adjustment is necessary to continue providing you with the high-quality services you have come to expect from us.

We understand that any change can be an adjustment and are here to address any questions or concerns you may have regarding this change.

Please do not hesitate to reach out to us at [Your Contact Information].

Thank you for your understanding and support. We look forward to continuing our successful collaboration.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]