

[Your Name]
[Your Title]
[Your Organization]
[Organization Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Recipient's Organization]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Notification of Fee Increase

I hope this message finds you well.

We are writing to inform you of an upcoming increase in fees that will take effect on [Effective Date]. This decision was made after careful consideration and is necessary to continue providing the high-quality services that our clients have come to expect from us.

The new fee structure will be as follows:

- [Service/Product 1]: [New Fee]
- [Service/Product 2]: [New Fee]
- [Service/Product 3]: [New Fee]

We understand that increases in fees can create challenges, and we want to assure you that this decision was not made lightly. We remain committed to delivering exceptional value and quality in [mention services or products offered].

If you have any questions or require further clarification regarding this change, please do not hesitate to reach out to us at [Contact Information].

Thank you for your understanding and continued support.

Sincerely,

[Your Name]
[Your Title]
[Your Organization]