

[Your Company Letterhead]

[Date]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

Subject: Fee Adjustment Notification

We hope this message finds you well. We sincerely appreciate the opportunity to work with you and are committed to providing the highest level of service to meet your needs.

We are writing to inform you of an adjustment to our fee structure that will take effect on [Effective Date]. This decision was made after careful consideration to ensure we can continue to provide exceptional service. The new fee will be [New Fee Amount] as compared to the previous fee of [Old Fee Amount].

We understand that changes in fees can raise questions, and we are here to discuss any concerns you may have. Please feel free to reach out to our office at [Phone Number] or [Email Address]. Our team is more than happy to assist you.

Thank you for your understanding and continued trust in us. We look forward to serving you further.

Warm regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]