

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Notification of Fee Adjustment

We hope this letter finds you well. We would like to take a moment to thank you for your continued support and trust in our services.

We are writing to inform you of an adjustment to our fees effective [effective date]. This decision has not been made lightly, but is necessary to ensure we continue to provide the quality service you expect.

The new fee structure is as follows:

- [Service/Plan Name]: [Old Fee] - [New Fee]
- [Service/Plan Name]: [Old Fee] - [New Fee]
- [Service/Plan Name]: [Old Fee] - [New Fee]

We understand that changes in fees can be challenging, and we want to assure you that this adjustment is aimed at enhancing our services, including [briefly describe improvements or changes].

If you have any questions or concerns regarding this change, please feel free to contact us at [contact information] or visit our website at [website URL].

Thank you for your understanding and support.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Contact Information]