

[Your Name]
[Your Title]
[Your Company/Organization]
[Address Line 1]
[Address Line 2]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Recipient's Company/Organization]
[Recipient's Address Line 1]
[Recipient's Address Line 2]
[Recipient's City, State, Zip Code]

Dear [Recipient's Name],

Subject: Notification of Fee Adjustment

I hope this letter finds you well. I am writing to inform you of an adjustment to our fee structure that will take effect on [effective date].

After a thorough review of our current pricing model, we have decided to implement a fee adjustment in order to [brief explanation of reasons, e.g., enhance services, cover increased operational costs].

The new fee structure is as follows:

- [Service/Product 1]: [Old Fee] - [New Fee]

- [Service/Product 2]: [Old Fee] - [New Fee]

(Continue as necessary for other services/products)

We understand that changes like this may raise questions, and we are here to address any concerns you may have. Please feel free to reach out via [contact information] if you would like to discuss this further.

Thank you for your understanding and continued support. We value your business and remain committed to providing you with exceptional service.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title]

[Your Company/Organization]