

[Your Company Letterhead]

[Date]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

Subject: Notification of Fee Adjustment

We hope this letter finds you well. We want to take a moment to express our appreciation for your continued partnership and support.

As part of our commitment to providing high-quality services, we periodically review our pricing structure. Effective [Effective Date], we will be implementing a fee increase of [Percentage/Amount] on our services.

This adjustment is necessary to ensure we can continue to deliver the standards of excellence you have come to expect from us. Our new pricing will be as follows:

- [Service 1]: [New Price]
- [Service 2]: [New Price]
- [Service 3]: [New Price]

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

Thank you for your understanding and continued support.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]