

[Your Company Letterhead]

[Date]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

We hope this message finds you well.

We are writing to inform you of a change to our fee structure that will take effect on [Effective Date]. This decision was made in light of [brief reason for fee change, e.g., increased costs, enhanced services, etc.].

The new fees will be as follows:

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

We understand that changes in fees can be concerning, and we assure you that we remain committed to providing you with the highest quality of service. If you have any questions or would like to discuss this change further, please do not hesitate to reach out to us at [Your Contact Information].

Thank you for your understanding and continued trust in us.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]

[Your Company Website]