

[Your Name]  
[Your Position]  
[Your Company Name]  
[Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Client Name]  
[Client Position]  
[Client Company Name]  
[Client Address]  
[City, State, Zip Code]

Dear [Client Name],

I hope this message finds you well. I want to take a moment to express my gratitude for the trust and partnership we have built over the years. It has been a pleasure working with [Client Company Name] and contributing to your success.

As we move forward, I would like to inform you of an adjustment in our consulting fees. Effective [effective date], our fees will be updated to reflect the increased value and expertise we continue to provide. The new fee structure will be as follows:

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

This change allows us to maintain the high standards of service and support that you've come to expect from us. We are committed to delivering exceptional value and will continue to invest in resources that benefit your business.

We appreciate your understanding and support regarding this adjustment. If you have any questions, or if you would like to discuss this further, please feel free to reach out directly.

Thank you for your continued partnership.

Warm regards,

[Your Name]  
[Your Position]  
[Your Company Name]