

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

Dear [Client's Name],

I hope this message finds you well. I want to take a moment to express my gratitude for the ongoing collaboration and the trust you have placed in me to support your [specific projects/services you provide].

As we move forward in our partnership, I wanted to inform you about an upcoming adjustment to my fee structure. Effective [start date of new rates], my rates will be increasing from [current rate] to [new rate]. This decision was not made lightly, but it reflects the continued growth and enhancement of my skills, as well as the evolving market rates for [services you provide].

I am committed to maintaining the quality and value of my work, and I truly appreciate your understanding and support. Should you have any questions or concerns regarding this change, please do not hesitate to reach out.

Thank you for your understanding, and I look forward to our continued successful collaboration.

Warm regards,

[Your Name]
[Your Title/Profession]
[Your Website or Portfolio Link, if applicable]