

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Notification of Fee Adjustments

We hope this message finds you well.

We are writing to inform you of an upcoming adjustment to our fee structure, which will take effect on [effective date]. This decision has been made after careful consideration and is aimed at maintaining the quality of our services while accommodating [reason for fee adjustment, e.g., inflation, increased operational costs, etc.].

The new fee schedule is as follows:

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

We understand that changes in fees may raise questions, and we are committed to providing you with any assistance you need during this transition. Please do not hesitate to reach out to our customer service team at [phone number] or [email address].

Thank you for your understanding and continued support.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]