

[Your Company Letterhead]

[Date]

[Customer's Name]

[Customer's Address]

[City, State, Zip Code]

Dear [Customer's Name],

We hope this message finds you well. We would like to take this opportunity to thank you for your continued support and trust in our services.

We are writing to inform you that, effective [Effective Date], there will be an increase in our service fees. This decision was made after careful consideration, ensuring we continue to deliver the high-quality services that you expect and deserve.

The new service fee will be [New Fee Amount], which represents an increase of [Amount of Increase or Percentage]. This adjustment will enable us to enhance our offerings and maintain the quality of service you have come to rely on.

We understand that changes in fees can be concerning, and we are committed to providing you with the best possible service. If you have any questions about this increase, please do not hesitate to reach out to us at [Contact Information].

Thank you for your understanding and continued partnership.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]