

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

Dear [Client's Name],

I hope this message finds you well.

We would like to take this opportunity to express our gratitude for your continued partnership and support. It has been a pleasure serving you, and we are committed to maintaining the high standards of quality and service that you expect from us.

As part of our ongoing efforts to enhance our services and adapt to the rising costs of operation, we find it necessary to implement a fee increase. Effective [Effective Date], our rates will increase by [Percentage/Amount]. This adjustment will allow us to continue providing you with exceptional service and support.

We understand that any increase can be concerning, which is why we want to ensure transparency regarding this change. If you have any questions or would like to discuss this further, please don't hesitate to reach out.

Thank you for your understanding and for being a valued client. We look forward to continuing our collaboration.

Warm regards,

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