

[Your Name]
[Your Title]
[Your Company/Organization Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[Recipient Company/Organization Name]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Notification of Fee Increase

I hope this message finds you well.

We value your business and appreciate the trust you have placed in us. This letter serves as a formal notification regarding an upcoming increase in our fees, effective [Effective Date].

The decision to adjust our fees has not been made lightly. We have consistently worked to provide you with the highest level of service, and this change will help us maintain the quality you expect and deserve. The new fee structure will be as follows:

- [Service/Product 1]: [Old Fee] to [New Fee]
- [Service/Product 2]: [Old Fee] to [New Fee]
- [Additional details as necessary]

We understand that pricing adjustments can be challenging, and we are committed to assisting you during this transition. Please feel free to reach out with any questions or concerns regarding this change.

Thank you for your understanding and continued partnership.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title]
[Your Company/Organization Name]