

[Your Company Letterhead]

[Date]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

We hope this message finds you well.

We are writing to inform you of an upcoming change to our fee structure. Effective [Effective Date], our fees will see an increase of [percentage or amount]. This decision has been made in order to continue providing you with the high-quality service and support you expect from us.

We understand that changes in fees can raise questions, and we want to assure you that this adjustment reflects the enhanced services and resources we are committed to providing.

We sincerely appreciate your business and continued partnership, and we are always here to discuss any questions or concerns you may have regarding this change.

Thank you for your understanding and support.

Warm regards,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]