

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

Dear [Client's Name],

I hope this message finds you well.

I am writing to inform you of a scheduled increase in our service fees, which will take effect on [Effective Date]. This adjustment is necessary to continue providing you with the highest quality of service and support.

The new fee for our services will be [New Fee Amount], compared to the previous fee of [Old Fee Amount]. We greatly value your business and appreciate your understanding regarding this change.

Please feel free to reach out if you have any questions or concerns regarding this update.

Thank you for your continued trust in our services.

Best regards,

[Your Name]
[Your Title]
[Your Company]