

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Announcement of Fee Increase

We hope this message finds you well. We are writing to inform you of an upcoming change to our fee structure that will take effect on [effective date].

As part of our commitment to providing you with the highest quality of service, we have evaluated our costs and services. In order to continue offering the same level of excellence you expect from us, it has become necessary to adjust our fees.

The new fee schedule will be as follows:

- [Service/Product 1]: [New Fee]
- [Service/Product 2]: [New Fee]
- [Service/Product 3]: [New Fee]

We understand that price increases can be difficult, and we want to assure you that this decision has not been made lightly. We will continue to strive to provide you with the best value and service in the industry. If you have any questions or concerns regarding this change, please do not hesitate to contact us at [Contact Information].

Thank you for your understanding and continued support.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]