

Notification of Adjustment in Service Fees

Date: [Insert Date]

Dear [Client's Name],

We hope this message finds you well. We are writing to inform you of an adjustment to our service fees that will take effect on [Effective Date].

Due to [reason for adjustment, e.g., increased operational costs, enhanced services, etc.], we will be increasing our service fees by [percentage or amount]. This adjustment is necessary to continue providing you with the high-quality service you expect from us.

Details of the new service fees are as follows:

- [Service 1]: [Old Fee] to [New Fee]
- [Service 2]: [Old Fee] to [New Fee]
- [Service 3]: [Old Fee] to [New Fee]

We appreciate your understanding and support regarding this necessary adjustment. If you have any questions or concerns, please do not hesitate to contact us at [Contact Information].

Thank you for your continued partnership.

Sincerely,

[Your Name]
[Your Position]
[Your Company]
[Contact Information]