

# Service Level Increase Notification

Date: [Insert Date]

Dear [Client's Name],

I hope this message finds you well. I am writing to inform you of an upcoming increase in the service levels I provide for your projects. This adjustment is effective starting [Effective Date].

This increase will enhance the quality and responsiveness of my services, ensuring that we achieve our goals more effectively. The new service levels include:

- Increased response time to inquiries
- More frequent updates on project progress
- Enhanced availability for meetings and discussions

The revised terms and rates will be as follows:

[Insert New Rates and Terms]

Thank you for your continued partnership, and I look forward to further supporting your needs with the increased service levels.

Best regards,

[Your Name]

[Your Contact Information]