

Letter of Rejection for Regular Service Fee

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to formally address the regular service fee of [insert amount] that was proposed in your recent invoice dated [insert invoice date].

After careful consideration and review of our current budget and service needs, we regret to inform you that we are unable to accept the proposed service fee at this time. We appreciate the value of your services; however, we must prioritize our operational expenditures.

We value our relationship and remain open to discussing alternative arrangements that could meet both party's needs. Please feel free to propose any modifications that might work within our budget constraints.

Thank you for your understanding. We look forward to your response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]