

# Fee Adjustment Notification

Date: [Insert Date]

Dear [Client's Name],

We hope this message finds you well. We are writing to inform you of a fee adjustment that will take effect on [Effective Date]. This change is necessary to continue providing you with the high-quality services you have come to expect from us.

The new fee structure is as follows:

- [Service Name]: [New Fee]
- [Service Name]: [New Fee]
- [Service Name]: [New Fee]

If you have any questions or concerns regarding this adjustment, please do not hesitate to reach out to us at [Contact Information]. We are here to assist you.

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]