

# Fee Structure Update for Training Programs

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you of an update to the fee structure for our training programs, effective [effective date].

## New Fee Structure:

Program Name	Previous Fee	New Fee
[Program 1 Name]	[Previous Fee 1]	[New Fee 1]
[Program 2 Name]	[Previous Fee 2]	[New Fee 2]
[Program 3 Name]	[Previous Fee 3]	[New Fee 3]

We value your commitment to our programs and appreciate your understanding as we make these necessary adjustments. Please do not hesitate to reach out if you have any questions or need further clarification.

Thank you for your continued support.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Organization]  
[Contact Information]