

Service Fee Modification Notification

Date: [Insert Date]

To: [Contractor's Name]

[Contractor's Address]

[City, State, Zip Code]

Dear [Contractor's Name],

We hope this message finds you well. We are writing to inform you of a modification to your service fee effective from [Effective Date]. This adjustment is necessary due to [brief explanation of reasons for modification, e.g., inflation, increased service scope, etc.].

The new service fee will be [New Fee Amount], an adjustment from your previous fee of [Old Fee Amount].

We greatly appreciate your continued collaboration and the quality of work you provide. If you have any questions or concerns regarding this change, please do not hesitate to contact us.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Company Address]

[Your Contact Information]