

Client Advisory: Update on Service Fees

Dear [Client's Name],

We hope this message finds you well. We are writing to inform you of an upcoming adjustment to our service fees, effective [Effective Date].

This change reflects our commitment to maintaining the high standards of service that you expect from us, while also ensuring that we can continue to provide you with the best possible support and resources.

The new service fees will be as follows:

- [Service 1]: [New Fee]
- [Service 2]: [New Fee]
- [Service 3]: [New Fee]

We understand that changes in fees can raise questions. Please feel free to reach out to us at [Contact Information] should you have any inquiries or require further clarification.

Thank you for your understanding and continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company]