

# Proposal for Service Fee Adjustment

Date: [Insert Date]

To: [Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to propose an adjustment to our current service fees effective [proposed date]. After reviewing our service provisions and analyzing the associated costs, we believe that an adjustment is necessary to continue providing high-quality service.

We propose an adjustment to [specific service(s)] fee from [current fee] to [proposed fee], reflecting [brief explanation of the reasons for the adjustment]. We are committed to maintaining our standards and ensuring that our services continue to meet your expectations.

I appreciate your consideration of this proposal and look forward to discussing it further. Please let me know a convenient time for you to meet or if you would prefer to discuss this over a call.

Thank you for your understanding and continued partnership.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]