

Letter of Fee Adjustment

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Client's Name]
[Client's Company]
[Client's Address]
[City, State, Zip Code]

Dear [Client's Name],

I hope this message finds you well. I am writing to inform you of an adjustment to my consulting fees for the ongoing services I provide. Starting on [effective date], my new hourly rate will be [new hourly rate], which reflects the current market rates and the enhanced value I aim to deliver in our collaboration.