

# Letter of Rate Adjustment for Consultancy Services

Date: [Insert Date]

To,

[Client's Name]

[Client's Company Name]

[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 upcoming adjustment to the rates for my consultancy services.

Effective [Insert Start Date], the new rate for consultancy services will be [Insert New Rate] per hour/day. This adjustment is necessary to reflect the increased costs associated with delivering high-quality services and to continue providing you with the best possible consultancy.

I appreciate your understanding regarding this matter. Should you have any questions or wish to discuss this further, please feel free to reach out.

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]