

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company's Name]

[Company's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an adjustment to my consultancy fees based on [reason for adjustment, e.g., increased scope of work, market rate changes, etc.]. My current fee structure has been effective since [mention the date], and I believe it is time for a review.

Given the [mention specific reasons or contributions], I propose an adjustment to my consultancy fee to [proposed new fee] effective [proposed effective date]. I am confident that this adjustment reflects the value delivered and the current market conditions.

I appreciate your consideration of this request and am open to discussing this matter further. Thank you for your attention, and I look forward to your response.

Warm regards,

[Your Name]

[Your Title/Position]