

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Consultant's Name]

[Consultant's Company]

[Consultant's Address]

[City, State, Zip Code]

Dear [Consultant's Name],

I hope this message finds you well. I am writing to formally request a review of the consultancy fees outlined in our agreement dated [insert date].

Over the course of our collaboration, I have come to appreciate the value of your expertise and time. However, in light of [insert reason for fee review, e.g., budget constraints, project scope changes], I believe it would be beneficial for both parties to revisit the terms of our fee structure.

I would appreciate the opportunity to discuss this matter further and explore potential adjustments that could be made without compromising the quality of service.

Thank you for considering my request. I look forward to your understanding and hope to arrange a meeting at your earliest convenience.

Sincerely,

[Your Name]