

Fee Assessment for Services Rendered

Date: [Insert Date]

To: [Client Name]

[Client Address]

Dear [Client Name],

We hope this message finds you well. We are writing to provide you with a detailed assessment of the fees for the services rendered by [Your Company Name]. Below is the breakdown of the charges:

Description of Services	Hours Worked	Rate per Hour	Total Fee
[Service 1 Description]	[Hours]	[Rate]	[Total]
[Service 2 Description]	[Hours]	[Rate]	[Total]
Total Amount Due			[Total Amount]

Please ensure that this amount is settled by [Payment Due Date]. For any inquiries or clarifications, feel free to contact us at [Your Contact Information].

Thank you for choosing [Your Company Name]. We value your business and look forward to serving you in the future.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]