

Notice of Revision to Fee Structure

Date: [Insert Date]

Dear [Client's Name],

We hope this message finds you well. We are writing to inform you of a revision to our fee structure for tax preparation services effective [Effective Date]. This adjustment allows us to continue providing you with high-quality service and expert support.

Revised Fee Structure:

- Individual Tax Return: \$[New Fee]
- Business Tax Return: \$[New Fee]
- Additional Forms/Services: \$[New Fee]

We understand the importance of transparency when it comes to fees, and we are committed to providing you with clear and concise information regarding our services. If you have any questions or concerns about these changes, please do not hesitate to reach out.

Thank you for your continued trust in our services.

Sincerely,
[Your Name]
[Your Title]
[Your Company Name]
[Contact Information]