

Fee Adjustment Notification

Date: [Insert Date]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you of an upcoming adjustment to our fee structure effective [Insert Effective Date].

As part of our commitment to providing quality service and addressing the rising costs of operation, we have made the decision to update our fees. The new fees will be as follows:

- [Service/Program Name]: [New Fee]
- [Service/Program Name]: [New Fee]
- [Service/Program Name]: [New Fee]

We understand that changes to fees can be challenging and we are here to assist you with any questions or concerns you may have regarding this adjustment. Please feel free to contact us at [Insert Contact Information].

Thank you for your understanding and continued support. We appreciate your partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company]