

Service Fee Revision Notice

Date: [Insert Date]

To: [Client's Name]

[Client's Address]

Subject: Notice of Service Fee Revision

Dear [Client's Name],

We hope this message finds you well. We are writing to inform you of a revision to our service fees, effective [Effective Date].

Due to [reason for the revision, e.g., increased operational costs, enhanced services], we will be adjusting our fees as follows:

- Previous Fee: [Insert Previous Fee]
- Revised Fee: [Insert Revised Fee]

We value your business and are committed to providing you with the highest level of service. If you have any questions regarding this change, please feel free to reach out to us at [Contact Information].

Thank you for your understanding and continued support.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]