

Fee Alteration Notice

Date: [Insert Date]

To: [Recipient's Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you of a change in the fee structure effective from [Effective Date]. Due to [reason for fee alteration], the following adjustments will be made:

- Previous Fee: [Previous Fee Amount]
- New Fee: [New Fee Amount]

We understand that this change may raise questions, and we are here to assist you. Please feel free to reach out to us at [Contact Information] for any clarifications.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Contact Information]