

# Notice of Adjustment in Loan Service Fees

Date: [Insert Date]

Dear [Customer's Name],

We hope this message finds you well. We are writing to inform you of an adjustment to the service fees associated with your loan account with us.

Effective [Insert Effective Date], the service fee for your loan will be adjusted from [Previous Fee Amount] to [New Fee Amount]. This adjustment reflects [brief reason for adjustment, e.g., increased operational costs, enhanced services, etc.].

If you have any questions regarding this adjustment, please do not hesitate to contact us at [Customer Service Phone Number] or [Customer Service Email].

Thank you for your understanding and continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[Company Phone Number]

[Company Email]