

Date: [Insert Date]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

We hope this message finds you well. We are writing to inform you of an adjustment in our legal retainer pricing effective [Insert Effective Date]. This change is necessary to continue providing you with the highest level of service and expertise.

Starting from the effective date, the new retainer fee will be [Insert New Amount]. This adjustment reflects our commitment to ensuring that we can meet your needs with the utmost dedication and care.

We understand that changes in costs require careful consideration, and we are happy to discuss this adjustment further should you have any questions or concerns. Please feel free to reach out to us at [Insert Contact Information].

Thank you for your understanding and continued trust in our services.

Sincerely,

[Your Name]

[Your Title]

[Your Firm's Name]

[Your Firm's Address]

[City, State, Zip Code]