

# Notice of Change in Retainer Fee Structure

Date: [Insert Date]

Dear [Client's Name],

We hope this message finds you well. We are writing to inform you of an upcoming change to our retainer fee structure that will take effect on [Insert Effective Date].

We have consistently aimed to provide you with the highest level of service, and after careful consideration, we have decided to adjust our retainer fees to better reflect the value of the services we provide and to accommodate the ever-evolving market conditions.

The new retainer fee will be [Insert New Fee Amount], which represents an increase of [Insert Increase Amount or Percentage]. We believe that this adjustment will enable us to continue delivering exceptional service and support.

If you have any questions or concerns regarding this change, please do not hesitate to reach out to us. We value your partnership and are committed to ensuring a smooth transition.

Thank you for your understanding and continued support.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]