

# Client Retainer Fee Revision

Date: [Insert Date]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

I hope this message finds you well. I am writing to discuss the retainer fee arrangement that we currently have in place. After a thorough assessment of our services and market rates, we believe that a revision of the retainer fee is necessary to continue providing the best possible service to you and your business.

We propose to adjust the retainer fee from [Current Amount] to [Proposed Amount] effective [Proposed Effective Date]. This change will allow us to allocate the appropriate resources and time to ensure that your needs are met effectively.

If you have any questions or would like to discuss this matter further, please do not hesitate to reach out. Your satisfaction is important to us, and we look forward to continuing our partnership.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]