

Legal Retainer Fee Adjustment Notification

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 to your legal retainer fee effective [Insert Effective Date].

After a careful review of our service needs and resources, we have found it necessary to adjust the retainer fee to [Insert New Fee Amount]. This adjustment will allow us to continue to provide you with the highest level of legal representation and services.

We value our relationship with you and are committed to being transparent about our fee structure. Should you have any questions or wish to discuss this adjustment, please do not hesitate to contact us at [Insert Phone Number] or [Insert Email Address].

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

Sincerely,

[Your Name]

[Your Title]

[Law Firm's Name]

[Law Firm's Address]

[City, State, Zip Code]