

Date: [Insert Date]

[Your Law Firm's Name]

[Your Address]

[City, State, Zip Code]

[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 upcoming adjustment to our legal service fees, which will take effect on [Effective Date].

As part of our commitment to providing you with the highest level of legal service, we periodically review our fee structure to ensure that it reflects the increasing costs of delivering quality legal solutions. After careful consideration, we have decided to adjust our fees to better serve our clients.

The new fee schedule is as follows:

- [Service Type 1]: [New Fee]
- [Service Type 2]: [New Fee]
- [Service Type 3]: [New Fee]

If you have any questions or would like to discuss this change further, please do not hesitate to contact us. We value your trust in our services, and our team remains dedicated to meeting your legal needs.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Law Firm's Name]

[Phone Number]

[Email Address]