

# Notification of Retainer Fee Enhancement

Date: [Insert Date]

Dear [Client's Name],

We hope this message finds you well. We are writing to inform you about an important update regarding your retainer agreement with us.

Effective [Insert Effective Date], the retainer fee will be adjusted from [Current Fee] to [New Fee]. This decision was made to ensure that we can continue to provide you with the highest quality of service and support.

We appreciate your understanding and continued partnership. If you have any questions or if you would like to discuss this further, please do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]