

Notification of Revised Retainer Fees

Date: [Insert Date]

Dear [Client's Name],

We hope this message finds you well. We are writing to formally notify you of a revision to our retainer fees for legal services, effective [Insert Effective Date].

As you are aware, our commitment is to provide you with the highest quality legal representation. In order to continue to fulfill this commitment and account for rising operational costs, we find it necessary to adjust our fees.

The revised retainer fees are as follows:

- Standard Retainer Fee: [Insert New Amount]
- Hourly Rate: [Insert New Hourly Rate]

We greatly value your trust and partnership, and we are dedicated to ensuring that you continue to receive exceptional service. If you have any questions or concerns regarding this change, please do not hesitate to reach out to us.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Law Firm's Name]

[Your Position]

[Your Contact Information]