

Dear [Client's Name],

We hope this message finds you well. We want to take a moment to inform you of an update regarding our retainer charges.

As of [Effective Date], the retainer charge will be updated to [New Amount]. This adjustment reflects [reason for the change, e.g., increased operational costs, enhanced services, etc.]. We are committed to maintaining the highest level of service and support for you.

Please feel free to reach out to us at [contact information] if you have any questions or concerns regarding this update. We appreciate your understanding and continued partnership.

Thank you for choosing [Your Company Name].

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Contact Information]