

Client Retainer Fee Adjustment Notification

Date: [Insert Date]

Dear [Client's Name],

We hope this message finds you well. We are writing to inform you of an adjustment to your retainer fee, effective [Start Date of New Fee].

After a comprehensive review of our services and the market, we have made the decision to modify our retainer fee to better reflect the value we provide. The new retainer fee will be [New Fee Amount]. This adjustment will allow us to continue delivering the highest quality of service to you.

We understand that changes in fees can be concerning, and we want to assure you that we remain committed to providing you with exceptional service. If you have any questions or would like to discuss this adjustment further, please feel free to reach out to us at [Contact Information].

Thank you for your understanding and continued partnership.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]