

Legal Fee Adjustment Proposal

Date: [Insert Date]

[Your Name]
[Your Title]
[Your Firm/Company Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Recipient's Name]
[Recipient's Title]
[Recipient's Firm/Company Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to propose an adjustment to our legal fees associated with [briefly describe the matter or case]. After reviewing our current fee structure and considering [reason for adjustment, e.g., changes in scope, additional work required, etc.], I believe it would be reasonable to discuss a revised fee arrangement.

Currently, our agreed fee is [current fee amount]. Based on the recent developments and the additional work required, I propose the following adjustment:

- Revised Fee: [proposed fee amount]
- Effective Date: [insert date]
- Duration: [insert duration, if applicable]

I am confident that this adjustment will reflect the quality and extent of the services provided while ensuring we continue our cooperative efforts towards achieving the best possible outcome in this matter.

Please let me know a convenient time for us to discuss this proposal further. I appreciate your understanding and look forward to your response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Title]
[Your Firm/Company Name]