

Notification of Service Fee Adjustment

Date: [Insert Date]

To: [Client's Name]

[Client's Address]

Dear [Client's Name],

We hope this message finds you well. We are writing to inform you of an adjustment to our service fees for the construction project [Project Name/Description].

Due to [reasons for adjustment, e.g., increased material costs, labor rates, etc.], we find it necessary to adjust our fees. Effective [Effective Date], the updated service fee will be [New Fee Structure].

We understand that changes in fees can be a concern, and we are committed to providing you with high-quality service and communication throughout the project. Please feel free to reach out to us if you have any questions or need further clarification regarding this adjustment.

Thank you for your understanding and continued partnership.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]