

Fee Alteration Notification

Date: [Insert Date]

Dear [Partner's Name],

We hope this message finds you well. We are writing to inform you of an upcoming alteration to our fee structure that will take effect on [Effective Date].

Due to [reason for fee alteration], it has become necessary for us to adjust our fees to continue providing you with the highest level of service.

The new fee schedule is as follows:

- [Service 1]: [New Fee]
- [Service 2]: [New Fee]
- [Service 3]: [New Fee]

We understand that this change may have an impact on your budgeting and planning. We are here to support you through this transition and address any concerns you may have.

Thank you for your understanding and continued partnership. Should you have any questions, please do not hesitate to reach out to us.

Best Regards,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]