

Fee Agreement Review

Date: [Insert Date]

To: [Client's Name]

From: [Your Name / Your Company]

Subject: Review of Fee Agreement for Improved Transparency

Dear [Client's Name],

We value our relationship with you and are committed to ensuring that our fee structures are clear and transparent. As part of our ongoing efforts to enhance our services, we are conducting a review of our fee agreement.

Enclosed, you will find the details of the fee agreement that outlines the services provided and the associated fees. We encourage you to take the time to review this document and share any feedback or questions you may have.

The key points of our fee agreement include:

- Service Description
- Fee Structure and Payment Terms
- Frequency of Billing
- Conditions for Adjusting Fees

Your insights are invaluable to us, and we hope to address any concerns you may have to cultivate a more transparent and trusting partnership.

Please feel free to reach out to me directly at [Your Phone Number] or [Your Email] to discuss this further.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]