

[Sender Name/Company Name]
[Sender Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Subject: Notification of Fee Schedule Revision

Dear [Recipient Name],

We are writing to formally notify you of upcoming changes to our fee schedule. At [Company Name], we are committed to providing high-quality services, and these adjustments are necessary to account for rising operational costs and continued investment in our service standards.

The revised fee schedule will take effect on **[Effective Date]**.

Below is a summary of the primary changes:

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

Please find the full updated fee schedule attached to this letter for your records. All services provided on or after the effective date mentioned above will be billed according to this new schedule.

We value your business and appreciate your understanding regarding this update. If you have any questions or would like to discuss how these changes affect your specific account, please contact us at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Signature]
[Your Title]
[Company Name]