

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

**Subject: Notice of Monthly Maintenance Fee Implementation**

Dear [Recipient Name],

We are writing to formally notify you of a change regarding the service fees associated with your [Account/Property/Service Name]. Effective [Start Date], a monthly maintenance fee of \$[Amount] will be implemented.

This fee is necessary to ensure the continued quality, safety, and operational efficiency of our services. It will cover costs related to [list brief reasons, e.g., routine inspections, administrative overhead, or technical support].

**Payment Details:**

- **Fee Amount:** \$[Amount] per month
- **Effective Date:** [Date]
- **Billing Cycle:** This will be billed on the [Day] of each month.

No action is required on your part if you currently use [mention existing payment method]. If you prefer to change your payment method or have questions regarding this update, please contact our support team at [Phone Number] or [Email Address].

We appreciate your continued partnership and understanding as we work to maintain the highest standards of service.

Sincerely,

[Your Name/Signature]

[Your Title]

[Company/Organization Name]