

[Company Name]  
[Company Address]  
[City, State, Zip Code]  
[Phone Number]  
[Date]

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

**RE: Notice of Modification to Mortgage Processing Fee Schedule**

Dear [Recipient Name],

This letter serves as formal notification regarding a modification to our mortgage processing fee schedule. These changes are designed to reflect current market conditions and administrative costs associated with servicing your mortgage application.

The following changes will take effect on [Effective Date]:

- **Fee Type 1:** [Old Amount] changed to [New Amount]
- **Fee Type 2:** [Old Amount] changed to [New Amount]
- **Fee Type 3:** [Old Amount] changed to [New Amount]

Please note that these modifications apply to [all new applications / applications currently in progress / specific loan types]. If your application was submitted and locked prior to [Date], your original fee agreement will be honored.

We remain committed to providing high-quality service and transparent communication. If you have any questions regarding these adjustments or how they impact your specific file, please contact our processing department at [Phone Number] or via email at [Email Address].

Thank you for your continued business.

Sincerely,

[Sender Name]  
[Sender Title]  
[Company Name]