

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

RE: Temporary Fee Discount - [Project Name/Account Number]

Dear [Client Name],

Following our recent discussion regarding your current service agreement, we are pleased to inform you that we have approved a temporary discount on our professional fees.

This discount is granted under the following terms:

- **Discount Amount:** [Percentage or Fixed Amount] reduction on standard rates.
- **Effective Period:** From [Start Date] to [End Date].
- **Scope:** This applies specifically to [Service Description/Invoices].

Please note that all other terms and conditions set forth in our original Terms of Business dated [Date of Original Contract] remain in full force and effect. This temporary adjustment does not constitute a permanent waiver of our standard rates, which will automatically resume on [Date of Resumption] unless otherwise agreed in writing.

We value our ongoing partnership and are happy to support your business during this period.

Yours sincerely,

[Your Name]

[Your Title]

[Company Name]