

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Subject: Reinstatement of Standard Fees - Agreement [Account Number]

Dear [Client Name],

We are writing to formally notify you that the initial one-year introductory period regarding your service fees is reaching its conclusion on [Date].

As per the Terms of Business signed on [Original Start Date], your account was eligible for a preferential rate during the first twelve months of our partnership. Following the expiration of this introductory term, your account will revert to our standard fee schedule effective [Date of Change].

The standard fees will be applied as follows:

- [Service Name 1]: [New Fee Amount/Percentage]
- [Service Name 2]: [New Fee Amount/Percentage]

All other terms and conditions of our original agreement remain in full force and effect. These standard rates ensure that we can continue to provide you with the high level of service and support you expect from [Company Name].

You do not need to take any action; the new rates will be automatically applied to your next billing cycle. If you have any questions regarding this adjustment, please contact your account manager at [Phone Number] or [Email Address].

We value your continued business and look forward to our second year of working together.

Sincerely,

[Your Name]

[Your Title]

[Company Name]