

[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

[Client Name]
[Client Company Name]
[Client Address]
[City, State, Zip Code]

Subject: Reinstatement of Standard Fees - Account [Account Number/Reference]

Dear [Client Contact Name],

This letter is to formally notify you that the discounted fee arrangement previously applied to your account has been revoked, and our standard fees are being reinstated effective immediately.

Per our Terms of Business, any preferential rates or discounts are conditional upon invoices being settled within the agreed payment terms. As invoice number(s) [Invoice Number(s)] totaling [Amount] remain unpaid beyond the due date of [Due Date], the conditions for the discounted rate have not been met.

Moving forward, all services provided will be billed at our standard rates as outlined in our original agreement. Any outstanding balances or future invoices will reflect this adjustment.

To avoid further action or the potential suspension of services, please ensure that all overdue amounts are paid in full by [Final Payment Date].

If you have already sent payment, please disregard this notice. Should you have any questions regarding this change, please contact our accounts department.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]