

[Date]

[Client Name]
[Client Address]
[City, Postcode]

Subject: Notice of Reinstatement of Standard Fees

Dear [Client Name],

This letter serves as a formal notification regarding the professional fees for the services provided by [Company Name].

As per our previous agreement dated [Date of Discount Agreement], a promotional discount period was applied to your account. We would like to inform you that this discount period is scheduled to expire on [Expiry Date].

In accordance with our standard Terms of Business, your account will revert to our standard fee structure effective from [Effective Date]. All services rendered on or after this date will be invoiced at the rates outlined in our current price list.

Attached for your reference is a copy of our standard Terms of Business and the current fee schedule. All other terms and conditions of our service agreement remain unchanged.

We value your continued business and look forward to our ongoing professional relationship. If you have any questions regarding these charges, please contact [Contact Person/Department] at [Phone Number/Email].

Yours sincerely,

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