

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

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

Subject: Notice of Fee Adjustment and Pro-Rata Refund

Dear [Client Name],

This letter is to formally notify you of an adjustment to the agency fees regarding [Project Name/Contract Number], effective as of [Effective Date].

Due to [Reason for Adjustment: e.g., early termination of services, reduction in scope of work, or service period changes], we have calculated a pro-rata adjustment for the period of [Start Date] to [End Date].

The details of the refund are as follows:

- **Original Total Fee:** \$[Amount]
- **Service Period Utilized:** [Number] days/months
- **Unused Service Period:** [Number] days/months
- **Total Refund Amount:** \$[Amount]

The refund will be processed via [Method of Payment: e.g., bank transfer, check, or credit to account] and should be completed by [Date].

If you have any questions regarding these calculations or the refund process, please contact [Contact Person Name] at [Phone Number/Email Address].

Thank you for your continued partnership.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]