

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

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

Dear [Client Name],

Subject: Statement of Fee Transparency and Integrity

At [Your Company Name], we value the trust you place in us. We believe that a successful partnership is built on clear communication and financial integrity. This letter serves to formalize our commitment to transparent billing practices regarding your account.

1. Fee Structure

All services provided will be billed according to the rates outlined in our signed agreement dated [Date]. Any changes to this fee structure will be communicated in writing at least [Number] days in advance.

2. No Hidden Charges

We guarantee that there are no hidden fees, administrative markups, or undisclosed commissions associated with our services. Every charge appearing on your invoice will correspond directly to the work performed or pre-approved expenses.

3. Detailed Invoicing

Your monthly statements will include a detailed breakdown of services rendered. This includes [itemized hours, project milestones, or specific deliverables] to ensure you understand exactly what you are paying for.

4. Expense Reimbursement

Any out-of-pocket expenses incurred on your behalf will be billed at cost. We do not add surcharges to third-party vendor invoices or travel expenses.

5. Conflict of Interest

We maintain strict professional integrity by refusing any rebates or "kickbacks" from third-party providers that could influence our recommendations to you. Our primary loyalty is to your best interests.

If you ever have questions regarding an invoice or require further clarification on our billing processes, please contact [Name/Department] directly at [Phone Number/Email].

Thank you for your continued business and partnership.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]