

[Company Name]
[Address Line 1]
[City, State, Zip Code]
[Date]

[Recipient Name]
[Recipient Title]
[Client Company Name]
[Address Line 1]
[City, State, Zip Code]

Subject: Notification of Adjusted Rate for Weekly Timesheet - [Week Ending Date]

Dear [Recipient Name],

This letter serves as formal notification regarding an adjustment to the billing rate applied to the weekly timesheet for the period ending [Date].

The rate adjustment is reflected in the upcoming invoice [Invoice Number] for the following personnel:

- **Employee Name:** [Name]
- **Previous Rate:** \$[Amount] per hour
- **New Adjusted Rate:** \$[Amount] per hour
- **Reason for Adjustment:** [e.g., Annual increase, Contractual milestone, Change in role/grade]

Please find the attached timesheet detailing the total hours worked at the updated rate. We request that you update your records to ensure future payments align with this new billing schedule.

If you have any questions or require further clarification regarding this adjustment, please contact our billing department at [Phone Number] or [Email Address].

Thank you for your continued partnership.

Sincerely,

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