

[Date]

[Client Name]

[Client Company Name]

[Client Address]

[City, State, Zip Code]

Dear [Client Contact Person Name],

I am writing to you regarding our ongoing partnership and the Outsourced CFO services provided by [Your Company Name].

Since we began our engagement on [Start Date], we have been committed to providing high-level financial strategy, oversight, and support to help [Client Company Name] achieve its business objectives. Over the past [Time Period], there have been significant changes in [mention reason: e.g., the scope of our involvement, the complexity of your financial operations, or general market operating costs].

To ensure we continue to provide the caliber of strategic guidance and professional expertise your business requires, it is necessary to adjust our service fees. Effective [Date of Increase], our [Monthly/Quarterly] fee will change from \$[Old Amount] to \$[New Amount].

This adjustment reflects:

- [Reason 1: e.g., Increased frequency of reporting or board meetings]
- [Reason 2: e.g., Additional management of international tax or audit complexities]
- [Reason 3: e.g., Annual cost-of-living and operational adjustment]

We value our relationship with [Client Company Name] and remain dedicated to driving your financial success. Please review this adjustment and let us know if you have any questions. We will apply the new rate to the invoice issued on [Date of first new invoice].

Thank you for your continued trust in our services.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]