

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

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

**Subject: Notice of Month-to-Month Premium Fee Policy Update**

Dear [Recipient Name],

We are writing to inform you of a change regarding our billing policy for month-to-month agreements. Effective [Date], a month-to-month premium fee of \$[Amount] will be applied to all accounts that are not currently under a long-term contract.

This adjustment allows us to continue providing flexible, non-binding services while covering the increased administrative costs associated with short-term management. This fee will appear on your next billing statement dated [Date].

**Your Options:**

- **Continue Month-to-Month:** No action is required. The premium fee will be automatically applied to your monthly invoice.
- **Switch to a Long-Term Plan:** You may avoid this premium fee by transitioning to a [6-month / 12-month] contract. Please contact us to discuss available discounted rates.
- **Account Cancellation:** If you wish to cancel your service, please provide written notice by [Cancellation Deadline Date] in accordance with your current agreement.

We value your business and remain committed to providing you with high-quality service. If you have any questions regarding this update or wish to explore long-term contract options, please contact our support team at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Signature]  
[Your Title]  
[Company Name]