

[Date]

[Client Name]
[Client Title]
[Company Name]
[Address]

Re: Approval of Fee Reduction for [Project/Matter Name]

Dear [Client Name],

I am writing to formally confirm that I have approved your request for a fee reduction regarding our legal services for [Matter Name/Reference Number].

After reviewing our current engagement and valuing our long-standing relationship with [Company Name], we have agreed to the following adjustments:

- **Current Rate/Fee:** [Amount]
- **Reduced Rate/Fee:** [Amount]
- **Effective Date:** [Date]

This reduction will be reflected in your next billing cycle. All other terms and conditions of our original engagement letter remain in full force and effect.

We appreciate the opportunity to continue working with you. Should you have any questions regarding this adjustment, please contact me directly.

Sincerely,

[Your Signature]

[Your Name]
Managing Partner
[Firm Name]