

[Date]

[Client Name]

[Client Title]

[Company Name]

[Street Address]

[City, State, Zip Code]

Re: Notice of Hourly Rate Adjustment

Dear [Client Contact Name],

We value the partnership we have built with [Company Name] and remain committed to providing you with the highest level of legal/professional services. To ensure we continue to maintain the quality and expertise you expect from our firm, we are writing to inform you of an adjustment to our hourly rates.

Effective [Effective Date], the hourly rate for [Partner Name] will be adjusted to \$[New Rate] per hour. This change reflects [brief reason, e.g., increased operational costs / professional experience / annual firm-wide review].

All work performed prior to [Effective Date] will be billed at the current rate. Any new matters or ongoing projects handled after this date will be subject to the updated fee schedule.

We appreciate your understanding and the opportunity to continue working with you. If you have any questions regarding this adjustment, please do not hesitate to contact me directly.

Sincerely,

[Your Name]

[Title]

[Firm Name]