

[Law Firm Name]
[Address Line 1]
[Address Line 2]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

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

RE: Notice of Hourly Rate Adjustment - [Matter Name/Case Number]

Dear [Client Name],

We are writing to formally notify you of a change in our billing rates for legal services. Effective [Date], our hourly rates will be adjusted as follows:

- [Attorney/Partner Name]: \$[New Rate] per hour
- [Associate Name]: \$[New Rate] per hour
- [Paralegal/Staff]: \$[New Rate] per hour

This adjustment is necessary to reflect increasing operational costs and to ensure we continue providing the high-quality legal representation you expect from our firm. Any work performed prior to [Date] will be billed at the previous rate. Any work performed on or after this date will be billed at the new rate.

We value our relationship with you and remain committed to achieving the best possible outcomes for your legal matters. If you have any questions regarding this adjustment or wish to discuss your current fee arrangement, please do not hesitate to contact our office.

Thank you for your continued trust in our firm.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]