

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Dear [Client Name],

I am writing to formally notify you of an upcoming change to my professional service rates. This update will affect our current retainer agreement.

Effective [Date], my hourly rate will increase from \$[Current Rate] to \$[New Rate].

This adjustment is necessary to ensure the continued delivery of high-quality service and to account for [brief reason, e.g., increased operational costs/market adjustments/expanded service offerings].

Your current retainer balance and any work performed prior to [Date] will be billed at the existing rate. All work initiated after this date will be invoiced at the updated rate. All other terms and conditions of our original agreement remain in effect.

I value our professional relationship and look forward to continuing our work together. If you have any questions regarding this update, please feel free to contact me directly.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]