

[Date]

[Client Name]

[Client Title]

[Company Name]

[Street Address]

[City, State, Zip Code]

**Re: Notice of Hourly Rate Adjustment for Senior Counsel**

Dear [Client Name],

We value the professional relationship we have built with [Company Name] and remain committed to providing high-quality legal representation. We are writing to inform you of an upcoming adjustment to our fee structure.

Effective [Date], the hourly rate for Senior Counsel, [Attorney Name], will increase from \$[Current Rate] to \$[New Rate].

This adjustment reflects the increased level of expertise and specialized experience brought to your matters, as well as the rising operational costs associated with maintaining premium legal services. This is our first rate adjustment in [Time Period].

The new rate will apply to all work performed on or after the effective date mentioned above. All other terms of our existing engagement agreement remain unchanged.

We appreciate your continued trust in our firm. If you have any questions regarding this adjustment, please do not hesitate to contact me directly.

Sincerely,

[Your Name]

[Your Title]

[Law Firm Name]