

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: Notice of Hourly Rate Adjustment - [Associate Name]

Dear [Client Name],

We are writing to inform you of a change regarding the billing rate for [Associate Name], who is a key member of the legal team handling your matters.

Effective [Date], the hourly billing rate for [Associate Name] will be adjusted from \$[Old Rate] to \$[New Rate].

This adjustment reflects [Associate Name]'s recent promotion to [New Title/Seniority Level] and their increased level of experience and expertise within our firm. This change is consistent with our firm's standard policy of adjusting rates as our attorneys progress in their professional development and tenure.

We remain committed to providing you with high-quality legal services and efficient representation. If you have any questions regarding this adjustment or wish to discuss your current fee arrangement, please do not hesitate to contact me directly.

We appreciate the opportunity to represent you and value our ongoing relationship.

Sincerely,

[Partner Name]

[Law Firm Name]