

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

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

Dear [Client Name],

We are writing to inform you of an adjustment to the hourly billing rates for paralegal services at [Law Firm Name].

Effective [Date], the hourly rate for paralegal [Paralegal Name or "services"] will increase from \$[Old Rate] to \$[New Rate] per hour. This adjustment reflects increased operational costs and our continued commitment to providing high-quality legal support and expertise to your matter.

All work performed on or after [Date] will be billed at the new rate. Any work completed prior to this date will be invoiced at the previous rate.

We value your business and remain dedicated to achieving the best possible outcome for your case. If you have any questions or would like to discuss this change further, please do not hesitate to contact our office.

Sincerely,

[Your Name/Attorney Name]

[Law Firm Name]