

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Subject: Notice of Hourly Rate Adjustment

Dear [Client Name],

We are writing to inform you of an adjustment to our firm's hourly rate schedule. Effective [Date], our hourly rates for professional services will be updated as follows:

- [Partner/Principal Name/Level]: \$[Amount] per hour
- [Associate Name/Level]: \$[Amount] per hour
- [Administrative/Support Level]: \$[Amount] per hour

This adjustment is necessary to reflect the increasing costs of operations and to ensure that we continue to provide the high level of expertise and service you expect from our firm. Any work performed prior to [Date] will be billed at our current rates.

We value our partnership and remain committed to delivering exceptional results for your business. If you have any questions regarding these changes or wish to discuss how this affects your upcoming projects, please do not hesitate to contact us directly.

Thank you for your continued trust and cooperation.

Sincerely,

[Your Name]

[Your Title]

[Firm Name]