

[Your Name/Company Name]  
[Your Address]  
[City, State, Zip Code]  
[Date]

[Client Name]  
[Client Company Name]  
[Client Address]  
[City, State, Zip Code]

Re: Notification of Inflation-Based Rate Adjustment

Dear [Client Name],

I am writing to formally notify you of an upcoming adjustment to my hourly service rates. To maintain the quality of service provided and to account for the current economic inflation and rising operational costs, my hourly rate will be increased.

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

All work performed and invoiced after this date will reflect the new rate. Any projects currently in progress or milestones already agreed upon under the previous rate will be honored until [Date/Completion].

I value our professional relationship and remain committed to delivering high-quality results for your business. If you have any questions regarding this adjustment, please feel free to contact me directly.

Thank you for your continued support and understanding.

Sincerely,

[Your Signature]  
[Your Printed Name]  
[Your Title]