

Fee Amount Increase Announcement Letter

[You're Name]

[Address]

[Letter Date]

[Recipients Name]

[Address]

[Subject: Subject of Letter] -Optional-

Dear [Recipient's Name],

This letter is to inform you that in order to serve you with the best of our service, we have raised our services fee by --%. From now onwards, all our services will be charged according to these announced service charges, the details of which can be seen on our new brochures and website. Please note that the orders that we have already booked are not liable to these charges.

We hope you understand that this fee amount increase will add to make our services better and will ultimately benefit you.

Let us know of your feedback on our email ----- . Thank you!

Sincerely,

[You're Name]

[Senders Title] -Optional-