

Amendment to Existing Terms - Fee Increase (Formal)

Subject: Amendment to Terms of Business - Fee Structure Update

Dear [Client Name],

Reference: Agreement dated [original date] / Account Number [reference]

We are writing to inform you of changes to our fee structure, effective [date - typically 60-90 days from notice].

REVISED FEE STRUCTURE

Following our annual review and considering market conditions, operational costs, and enhanced service capabilities, our fees will be adjusted as follows:

Current Fee: [amount]

New Fee: [amount] (an increase of [percentage]%)

JUSTIFICATION

This adjustment reflects [inflation, enhanced services, regulatory compliance costs, market alignment]. We remain committed to delivering exceptional value and have made significant investments in [technology, training, resources] to better serve you.

ALL OTHER TERMS REMAIN UNCHANGED

Except for the fee adjustment specified above, all other terms and conditions of our agreement remain in full force and effect.

YOUR OPTIONS

If you wish to discuss this change or have concerns, please contact us by [date]. If these revised terms are not acceptable, you may terminate our agreement by providing [notice period] written notice before [effective date].

Continued use of our services after [effective date] constitutes acceptance of these amended terms.

Thank you for your continued business.

Yours faithfully,

[Name]

[Title]

[Company Name]

[Date]

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