Rate Increase Letter Template (Karbon Template Library)

**This template is designed to provide a foundation for an accounting firm’s rate letter increase to clients. It provides the basic structure and elements, ready for customization.**

**For more templates, including hundreds of accounting and bookkeeping workflows, visit the** [**Karbon Template Library**](https://karbonhq.com/templates/)**.**

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*[Date]*

*[Client’s Name]*

*[Client’s Address]*

Dear *[Client’s Name]*,

Thank you for your continued support and trust in [Your Firm Name]. We truly value the relationship we’ve built with you and are grateful to be part of your financial journey. *[Insert something specific about this client’s journey with your firm.]*

We’re writing to let you know that, effective [Effective Date], our fees will change from [Current Rate] to [New Rate].

This adjustment reflects *[Insert the reason for the increase, e.g. rising operational costs, investment in better technology, expanding the team, etc.]*. We’ve worked hard to keep our rates steady, and this change will help us continue providing the quality and attention you deserve.

If you have any further questions or want to talk through the changes, please don’t hesitate to reach out at [Phone Number] or [Email Address].

Thank you again for your continued partnership.

Warm regards,

[Your Name]

[Your Title]

[Accounting Firm’s Name]