Dear **Client,**

*\*I am/We are\** writing to advise you of an increase to our fees in accordance with industry standards for 20XX.

In order to continue to provide you professional services we have considered the economy, our indsutry standards, our level of expertise, additional costs *[insert details if relevant]* and your continued loyalty.

*\*My/Our\** new package rate will be $ XXX per calendar month (+ GST) effective from [date].

OR

*\*My/Our\** hourly rates will be as follows from [date]:

|  |  |  |
| --- | --- | --- |
| Bookkeeping services |     | $ XXX per hour (+ GST) |
| BAS services |     | $ YYY per hour (+ GST) |
| Consulting/training |     | $ ZZZ per hour (+ GST) |
| Travel time  |  | $ AAA per hour (+ GST) |

Our terms of payment remain \**7/14/21\** days from the date of each invoice.

During the last year we’ve grown our team and invested in further education and technology to ensure we provide you with the best on offer. We aim to continue to provide you with excellent services and best practice proactive bookkeeping.

*\*I am/We are\** looking forward to continued success and partnership in 20XX, Happy New Financial Year! *[Edit closing message according to the timing of your price increase].*

Kind Regards,

*\*Your name\**

*\*Your business name\**