**Day, Month, Year**

**IMPORTANT: Rate Increase Notice**

Dear Valued Client,

On behalf of the <ENTER COMPANY NAME HERE> team we want to thank you for being a valued client. We strive to provide the highest level of home care services in our area and we hope we are meeting your needs. <ENTER COMPANY NAME HERE> is committed to growth and development in the home care industry and we are pleased to announce some exciting advancements within our agency.

As you may know, our hiring process is rigorous and we aim to hire the most qualified Home Health Aides and Certified Nursing Assistants in the area. We also provide training opportunities for our staff so they have the tools and resources to provide great care. We are adding more hands-on training opportunities for our staff in the coming months.

Due to the costs associated to employing our employees, and an overall increase in costs of doing business, as of **<ENTER DATE HERE> our hourly rate will increase by XXXX to $XXXX/hr. In addition, weekend care (Saturdays and Sundays) will increase to $XXXX/hr.** This written notice is an amendment to the originally executed service agreement completed upon admission.

Rate increases are an unavoidable part of doing business, and we look forward to continuing serving you and your family. Rest assured that we make it a priority to avoid rate increases. If you have any questions or need further clarification, please do not hesitate to contact me by calling our office Monday through Friday from 8:30 a.m. to 5:00 p.m.

Sincerely,

<ENTER ADMIN NAME>

Administrator

(555) 555-5555