

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Notification of Price Increase

I hope this message finds you well.

We would like to take this opportunity to thank you for your continued support and partnership with [Your Company Name]. We value your trust and loyalty to our products/services.

Due to [reason for price increase--e.g., increased costs of materials, changes in the market, improved service], we find it necessary to adjust our pricing. Effective [effective date], our prices will increase by [percentage or specific amount] for [specific products/services].

We are committed to providing you with the highest quality [products/services], and this adjustment will allow us to maintain our standards and continue to serve you better.

If you have any questions or concerns about this change, please do not hesitate to reach out to me directly at [your phone number] or [your email address].

Thank you for your understanding and continued support.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]