

[Your Company Letterhead]

[Date]

[Client's Name]

[Client's Title]

[Client's Company]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

We hope this message finds you well. We are writing to inform you of an upcoming change to our pricing structure, effective [effective date].

Over the past [time period], we have continuously worked to enhance our services and products to better serve our clients. In order to maintain the quality and sustainability of our offerings, we find it necessary to adjust our pricing.

Starting [effective date], the new pricing will be as follows:

- [Service/Product 1]: [New Price]
- [Service/Product 2]: [New Price]
- [Service/Product 3]: [New Price]

We understand that any change in pricing may raise questions, and we want to assure you that we remain committed to providing you with the highest level of service. If you have any concerns regarding these changes or would like to discuss your specific needs further, please do not hesitate to reach out.

Thank you for your understanding and continued partnership. We look forward to serving you in the future.

Best regards,

[Your Name]

[Your Title]

[Your Company]

[Your Phone Number]

[Your Email Address]