

[Your Company Letterhead]

[Date]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

Subject: Notification of Price Adjustment

We hope this message finds you well. We would like to inform you of an upcoming adjustment to our pricing structure, effective [Effective Date].

Due to [brief reason for the price adjustment, e.g., increased operational costs, market conditions], we have made the decision to revise our prices for [specific products/services]. The new pricing will be as follows:

- [Product/Service 1]: [Old Price] -> [New Price]

- [Product/Service 2]: [Old Price] -> [New Price]

- [Product/Service 3]: [Old Price] -> [New Price]

We understand that price changes can be challenging, and we remain committed to providing you with the highest quality [products/services] and support. We greatly appreciate your understanding and continued partnership.

If you have any questions or concerns regarding this adjustment, please do not hesitate to reach out to us at [Your Contact Information].

Thank you for your continued trust in [Your Company Name].

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Contact Information]