

[Your Company Letterhead]

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Dear [Client Name],

Subject: Price Modification Notification

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

Due to [brief explanation of reason for price change, e.g., increased costs, market conditions], we find it necessary to adjust our prices on the following services/products:

- [Service/Product 1] - [Old Price] to [New Price]
- [Service/Product 2] - [Old Price] to [New Price]
- [Service/Product 3] - [Old Price] to [New Price]

We value your business and remain committed to providing you with high-quality services/products. If you have any questions or need further clarification regarding these changes, please do not hesitate to reach out to us.

Thank you for your understanding and continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]