

[Your Company Letterhead]

[Date]

[Customer's Name]

[Customer's Address]

[City, State, ZIP Code]

Dear [Customer's Name],

Subject: Notice of Price Adjustment

We hope this message finds you well. We are writing to inform you of an upcoming change to our pricing structure that will take effect on [Effective Date].

Over the past [Duration], we have worked hard to maintain our prices despite the rising costs of [specific reasons, e.g., materials, shipping, labor]. However, in order to sustain the quality of products/services you have come to expect from us, we find it necessary to implement a price increase.

Effective [Effective Date], the following changes will apply:

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

We understand that price changes can be challenging, and we want to assure you that this decision was made with careful consideration. We are committed to providing you with the best value and service possible. Should you have any questions or concerns regarding this change, please do not hesitate to contact us at [Your Contact Information]. We appreciate your understanding and continued support.

Thank you for being a valued customer.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]