

[Your Company Letterhead]

[Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Dear [Customer Name],

Subject: Notification of Price Increase

We hope this message finds you well.

We are writing to inform you of an upcoming price adjustment that will take effect on [effective date]. Due to [brief explanation of reasons, e.g., rising materials costs, increased operational expenses], we find it necessary to adjust our prices to maintain the quality and service you have come to expect from us.

The new pricing for our products/services will be as follows:

- [Product/Service Name]: [Old Price] - [New Price]
- [Product/Service Name]: [Old Price] - [New Price]
- [Any additional relevant details]

We value your continued partnership and understand that price changes can be challenging. To help ease this transition, we encourage you to place any orders before [last order date at old pricing].

If you have any questions or concerns, please do not hesitate to reach out to us at [contact information]. We appreciate your understanding and support.

Thank you for being a valued customer.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]

[Company Website]