

[Your Company Letterhead]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Client's Name]

[Client's Company Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

Subject: Notification of Price Changes

We hope this message finds you well.

We are writing to inform you of an upcoming change in our pricing structure that will take effect on [effective date]. This decision has been made after careful consideration of the current market conditions and the necessity to maintain the quality of our services/products.

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

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

We understand that price changes can be difficult, and we assure you that we remain committed to providing you with exceptional quality and service.

If you have any questions regarding this change or would like to discuss it further, please do not hesitate to contact us at [your phone number] or [your email address].

Thank you for your continued partnership and understanding.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]