

[Your Company Letterhead]

[Your Name]

[Your Job Title]

[Your Company Name]

[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 Increase

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

As a valued client, we want to provide you with advance notice that, due to [reason for price increase, e.g., rising costs of materials, inflation, etc.], we will be implementing a price increase of [specific percentage or amount]. This adjustment allows us to continue providing you with the high-quality products/services that you have come to expect from us.

Starting on [effective date], our new pricing will be as follows:

- [List specific products/services and new prices]

We understand that changes in pricing can be challenging, and we are committed to working with you to ensure a smooth transition. Should you have any questions or concerns regarding this change, please do not hesitate to reach out to us directly at [contact information].

Thank you for your understanding and continued partnership. We look forward to serving you and appreciate your support during this time.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Typed Name]

[Your Job Title]

[Your Company Name]