

[Your Company Letterhead]

[Date]

[Customer's Name]

[Customer's Address]

[City, State, Zip Code]

Dear [Customer's Name],

We hope this message finds you well. We want to take a moment to thank you for your loyalty and support of [Your Company Name].

We are writing to inform you of an upcoming change in our pricing structure. Effective [Effective Date], we will be adjusting our prices to reflect [mention the reason for the increase, e.g., rising costs, improved quality, etc.].

We understand that price changes can be concerning, and we want to assure you that this decision was not made lightly. [Briefly explain how the price increase will contribute to better service or product quality].

We value your business and are committed to providing you with the best service possible. If you have any questions or concerns regarding this change, please feel free to reach out to us at [Contact Information].

Thank you for your understanding and continued support.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Contact Information]