

[Your Company Letterhead]

[Date]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

Subject: Important Update on Pricing Changes

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

We are writing to inform you about an upcoming change in our pricing structure, effective [Effective Date]. This decision was made after careful consideration, and it reflects our commitment to providing you with the highest quality products/services while navigating the increasing costs of operation.

[Optional: Briefly explain the reason for the price change, such as rising material costs, enhancements to service, etc.]

Starting on [Effective Date], our new pricing will be as follows:

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

We understand that pricing changes can impact your budget, and we are here to discuss any concerns you may have. Our team is committed to working with you to ensure a smooth transition and continued satisfaction with our services.

Thank you for your understanding and continued partnership. Should you have any questions or wish to discuss this matter further, please feel free to reach out to us at [Your Phone Number] or [Your Email Address].

Best regards,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]