

[Your Company Letterhead]

[Date]

[Client's Name]

[Client's Company Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

Subject: Notification of Price Increase

I hope this message finds you well. We appreciate your continued trust and partnership with [Your Company Name].

We are writing to inform you that due to [reason for price increase, e.g., rising operational costs, enhanced services], we will be implementing a price increase effective [effective date].

The new pricing structure will be as follows:

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

We understand that price adjustments can be challenging, and we want to assure you that this decision was made after careful consideration. Our commitment to providing you with high-quality service and support remains our top priority.

Should you have any questions or need further clarification regarding this change, please do not hesitate to reach out to me directly at [Your Phone Number] or [Your Email].

Thank you for your understanding and continued support.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]