

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Notice of Price Adjustment

We hope this message finds you well. We want to take this opportunity to express our appreciation for your continued trust in [Your Company Name]. As you know, we are committed to providing you with the highest quality [products/services] and exceptional customer service. In order to maintain these standards and continue delivering the best to our customers, we will be implementing a price increase effective [Effective Date].

The new pricing will be as follows:

- [Product/Service 1]: [Old Price] - [New Price]
- [Product/Service 2]: [Old Price] - [New Price]
- [Additional products/services as needed]

We understand that price changes can be challenging, and we want to assure you that this decision was made after careful consideration of the current market conditions and rising operational costs.

If you have any questions or concerns about this change, please do not hesitate to reach out to us at [Your Contact Information]. We value your partnership and are here to support you during this transition.

Thank you for your understanding and continued partnership.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]