

[Your Company Letterhead]

[Date]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

Subject: Notification of Price Revision

We hope this message finds you well. We are writing to inform you of an upcoming revision to our pricing structure, which will take effect on [Effective Date].

Over the past [duration], we have worked diligently to maintain our pricing despite various market challenges. However, due to [reason for price change, e.g., increased costs, inflation, etc.], we find it necessary to adjust our prices to continue providing you with the quality service/products you expect from us.

The new pricing will be as follows:

- [Product/Service Name] - [Old Price] to [New Price]
- [Product/Service Name] - [Old Price] to [New Price]
- [Additional Products/Services as necessary]

We understand that price changes can be challenging, and we are committed to assisting you through this transition. Please feel free to reach out to us at [Contact Information] should you have any questions or concerns regarding this change.

Thank you for your understanding and continued support.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]