

[Your Company Letterhead]

[Date]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

Subject: Notification of Service Rate Increase

We hope this message finds you well. We want to take a moment to express our gratitude for your trust and partnership with [Your Company Name].

We are writing to inform you that, effective [Effective Date], there will be an adjustment to our service rates. This decision was made after careful consideration of the current market conditions and the need to continue providing you with the highest quality of service.

The new rates will be as follows:

- [Service A]: [New Rate]

- [Service B]: [New Rate]

- [Service C]: [New Rate]

We understand that changes in pricing can impact your budgeting and planning, and we are here to assist you in any way we can during this transition. Should you have any questions or wish to discuss how this change may affect your account, please do not hesitate to reach out to us at [Your Contact Information].

Thank you for your understanding and continued support.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]