

Cost Adjustment Initiative

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address]

[City, State, Zip]

Dear [Recipient's Name],

We are reaching out to inform you of a forthcoming cost adjustment initiative that will take effect on [Insert Effective Date]. This decision has been made as part of our ongoing efforts to maintain the quality of our services while adapting to changing market conditions.

The following adjustments will be implemented:

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

We understand that such changes can impact your budgeting and planning, and we are committed to ensuring a smooth transition. Our team is available to discuss any questions or concerns you may have regarding this adjustment.

Thank you for your understanding and continued partnership. We look forward to your cooperation as we implement these necessary changes.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization Name]

[Your Contact Information]