

Announcement of Changes in Costs

Dear Valued Customer,

We hope this message finds you well. We are writing to inform you of an important update regarding our pricing structure. Due to increased costs of materials and operational expenses, we will be adjusting our prices effective from [effective date].

The new pricing will be as follows:

- Product/Service 1: \$[new price]
- Product/Service 2: \$[new price]
- Product/Service 3: \$[new price]

We understand that price changes are never easy, and we assure you that this decision was made after careful consideration. Our commitment to providing you with high-quality products/services remains unchanged.

If you have any questions or concerns regarding this change, please do not hesitate to reach out to our customer service team at [contact information].

Thank you for your understanding and continued support.

Sincerely,

[Your Name]
[Your Position]
[Your Company]
[Contact Information]