

Official Notification of Price Adjustment

Date: [Date]

To: [Recipient Name]

[Recipient Address]

Dear [Recipient Name],

We hope this message finds you well. We are writing to inform you of an adjustment in the pricing of our products/services, effective [effective date].

Due to [brief explanation of reasons, e.g., increased costs, market demand], we will be implementing a price change as follows:

- Product/Service Name 1: [old price] to [new price]
- Product/Service Name 2: [old price] to [new price]
- Product/Service Name 3: [old price] to [new price]

We deeply value your business and are committed to providing you with the best quality and service. Please feel free to reach out to us if you have any questions or require further clarification regarding this adjustment.

Thank you for your understanding and continued support.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]