

Transparent Update on Cost Changes

Date: [Insert Date]

Dear [Recipient's Name],

We hope this message finds you well. We would like to inform you about some upcoming changes to our service costs that will take effect on [Effective Date].

Due to [reason for cost changes], we have found it necessary to adjust our pricing structure. This decision was not made lightly, and we have carefully considered the impact on our clients.

New Pricing Structure:

- [Service/Product Name 1]: [New Price]
- [Service/Product Name 2]: [New Price]
- [Service/Product Name 3]: [New Price]

We remain committed to providing you with high-quality services and maintaining transparency throughout this process. If you have any questions or concerns regarding these changes, please do not hesitate to reach out to us at [Contact Information].

Thank you for your understanding and continued support.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]