

Dear [Client Name],

We hope this message finds you well. We value your continued partnership and appreciate your support over the years.

We are writing to inform you of an upcoming adjustment to our pricing structure, effective [Effective Date]. Due to [brief explanation of reasons, e.g., increased costs, market changes], we find it necessary to raise our prices to maintain the quality and service you expect from us.

The new pricing will be as follows:

- [Product/Service Name]: [New Price]
- [Product/Service Name]: [New Price]
- [Product/Service Name]: [New Price]

We understand that price increases can be challenging, and we want to assure you that we remain committed to providing you with exceptional value and service.

If you have any questions or would like to discuss this adjustment further, 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]

[Your Company]

[Contact Information]