

Dear [Customer's Name],

I hope this message finds you well. I am writing to personally address a recent change in our pricing structure that may affect your current order.

Due to [brief explanation of the reason for the price change, e.g., increased supply costs], we have found it necessary to adjust our prices to continue providing you with the quality and service you expect.

I sincerely apologize for any inconvenience this may cause you. We value your business and want to ensure that you are fully informed regarding our pricing adjustments. Your understanding in this matter is greatly appreciated.

If you have any questions or concerns regarding this change, please do not hesitate to reach out to us directly. We are here to assist you.

Thank you for your understanding and continued support.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]