

Pricing Adjustment Confirmation

Date: [Insert Date]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to formally confirm the pricing adjustment discussed on [Insert Date of Discussion]. As agreed upon, the new pricing structure will take effect on [Insert Effective Date].

The details of the adjustment are as follows:

- Product/Service: [Insert Product/Service Name]
- Old Price: [Insert Old Price]
- New Price: [Insert New Price]
- Effective Date: [Insert Effective Date]

If you have any questions or require further clarification, please do not hesitate to reach out to us.

Thank you for your understanding and continued partnership.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]