

Pricing Adjustment Notification

Date: [Insert Date]

Recipient Name
Recipient Address
City, State, Zip

Dear [Recipient Name],

We hope this message finds you well. We are writing to inform you about an upcoming adjustment to our pricing structure, which will take effect on [Effective Date]. This decision has been made in response to [briefly explain the reason for the price adjustment, e.g., increased costs, market changes, etc.].

We value your business and strive to provide you with the best products/services. Despite the necessary adjustments, we remain committed to maintaining the quality and value you expect from us.

Enclosed with this letter, you will find a detailed breakdown of the new pricing structure. We encourage you to reach out if you have any questions or need further clarification.

Thank you for your understanding and continued support.

Sincerely,
[Your Name]
[Your Position]
[Your Company Name]
[Contact Information]