

Dear Valued Client,

We hope this message finds you well. We are writing to inform you of an upcoming adjustment to our pricing structure that will take effect on [effective date].

At [Your Company Name], we are committed to providing you with the highest quality products and services. As we navigate changes in the market and strive to maintain this commitment, we have found it necessary to make some adjustments to our prices.

We deeply value your partnership and want to assure you that this decision was not made lightly. The new pricing will reflect the increased costs of materials, labor, and logistics, ensuring that we can continue to deliver exceptional service without compromising on quality.

Details of the pricing adjustments are as follows:

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

If you have any questions or would like to discuss how these changes might impact you, please do not hesitate to reach out to us at [contact information]. Our team is here to support you through this transition.

Thank you for your understanding and continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]