

Cost Structure Modification Notification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you of a modification to our current cost structure that will take effect on [effective date]. This decision comes as part of our ongoing efforts to enhance our services while ensuring sustainability and efficiency.

Below are the details of the cost structure changes:

- **Service/Product A:** [New Price] (previously [Old Price])
- **Service/Product B:** [New Price] (previously [Old Price])
- **Service/Product C:** [New Price] (previously [Old Price])

We understand that changes in pricing may raise questions, and we are here to assist you with any concerns you may have. Please feel free to reach out to us at [Contact Information] or [Email Address].

Thank you for your understanding and continued support.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]