

# Cost Modification Alert

Dear [Recipient Name],

We hope this message finds you well. We are writing to inform you of a modification in the projected costs related to [Project/Service Name].

Effective from [Date], the new cost structure will be as follows:

- Original Cost: [Original Cost]
- New Cost: [New Cost]
- Reason for Modification: [Reason]

We understand that changes in costs can impact your planning, and we are here to assist you in any way possible. If you have any questions, please do not hesitate to reach out.

Thank you for your understanding.

Sincerely,  
[Your Name]  
[Your Title]  
[Your Company]