

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you of an upcoming update to our pricing structure, effective [Effective Date].

Due to [brief reason for the price change, e.g., rising costs, enhanced features], we find it necessary to adjust our prices to maintain the quality of service you expect from us.

The new pricing will be as follows:

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

We appreciate your understanding and continued partnership. Should you have any questions or concerns regarding this update, please do not hesitate to reach out to us at [Contact Information].

Thank you for your attention to this matter.

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