

Price Adjustment Request

Date: [Insert Date]

To: [Customer Name]

[Customer Address]

[City, State, Zip Code]

Dear [Customer Name],

We hope this message finds you well. We are writing to request a price adjustment for your account, [Account Number], due to [brief explanation of the reason for the adjustment, e.g., "recent changes in market conditions", "an error in our pricing", etc.].

As a valued customer, we want to ensure that you receive the best possible pricing. After reviewing your account and recent transactions, we propose a new price of [New Price] for [specific products/services affected]. This adjustment will take effect on [Effective Date].

We appreciate your understanding and prompt attention to this matter. Please feel free to reach out if you have any questions or require further details.

Thank you for your continued business.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]