

Date: [Insert Date]

To,
[Client Name]
[Client Company]
[Client Address]

Subject: Notification of Price Revision for Annual Contract Renewal

Dear [Client Name],

We would like to express our sincere appreciation for your continued trust and partnership with [Your Company Name]. It has been our pleasure to provide you with [briefly mention service or product, e.g., IT support services] over the past year.

As we approach the renewal of our annual contract, we have reviewed our service offerings and associated costs in detail. We strive to maintain the highest quality standards and to ensure your complete satisfaction with our services.

Due to [briefly state reason for revision, e.g., increased operational and material costs, market fluctuations], it has become necessary to adjust our pricing structure. Effective [Effective Date], the annual contract rate for [Service/Product Name] will be revised to [New Price/Rate], replacing the current rate of [Current Price/Rate]. A detailed breakdown of the updated pricing is attached for your reference.

Please be assured that this adjustment will allow us to continue offering you the quality, reliability, and support you expect from [Your Company Name]. We are committed to delivering value and maintaining our strong business relationship.

If you have any questions or require further clarification regarding this change, please feel free to reach out to us at [Contact Information]. We are available to discuss and address any concerns you may have.

We look forward to your continued partnership and a successful renewal of our agreement. Thank you once again for choosing [Your Company Name].

Sincerely,
[Your Name]
[Your Designation]
[Your Company Name]
[Contact Details]

Attachments: Updated Pricing Structure / Contract Renewal Form