

Date: [Insert Date]

To: [Customer Name/Company Name]

Address: [Customer Address]

Dear [Customer Name],

Subject: Notification of Product Price Adjustment

We value your continued partnership and appreciate the trust you have placed in [Your Company Name] for your [product type] needs. We are writing to inform you of an upcoming adjustment to the pricing of our products, effective [Effective Date].

This decision has not been made lightly. Due to increased costs in production, raw materials, and transportation, it has become necessary to revise our pricing to ensure that we can continue to provide you with the quality products and reliable service you expect from us. Please be assured that we have made every effort to minimize the impact of these increases.

New Pricing Details:

- Product Name: [Product A] – New Price: [Price]
- Product Name: [Product B] – New Price: [Price]
- Product Name: [Product C] – New Price: [Price]

The new price list will be effective starting from [Effective Date]. Orders placed before this date will be honored at the current prices. We encourage you to reach out to your account representative for any clarifications or to discuss how this change may affect your future purchases.

At [Your Company Name], we remain committed to delivering exceptional value and superior quality. We greatly appreciate your understanding and continued support during this period of adjustment.

Please do not hesitate to contact us at [Phone Number] or [Email Address] if you have any questions or concerns.

Thank you for your loyalty and business.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]