

[Date]

[Client Name]
[Client Company Name]
[Client Address Line 1]
[Client Address Line 2]
[City, State, ZIP Code]

Dear [Client Name],

We hope this message finds you well. At [Your Company Name], we are committed to providing you with the highest quality of service and value. We appreciate the trust you have placed in us, and we continuously strive to improve our products and customer experience.

We are writing to inform you of an upcoming change to our annual renewal pricing, effective [Effective Date]. Due to [brief reason for change, e.g., increased operational costs, enhancements to our services, or market adjustments], the annual renewal fee for your [service/subscription name] will increase from [Current Price] to [New Price] starting with your next renewal on [Renewal Date].

We understand that price changes can have an impact on your planning, and we want to ensure you are fully informed. If you have any questions about this change, your plan options, or would like to discuss your account, our team is here to assist you. Please reach out to us at [Contact Information] or through your account portal.

Thank you for your continued partnership and support. We are dedicated to delivering the quality and value you expect from us, and we look forward to serving you in the coming year.

If you have any questions or concerns, please do not hesitate to contact us.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]
[Contact Email]
[Contact Phone Number]