

Date: [Insert Date]

[Client Name]

[Client Title/Department]

[Client Company Name]

[Client Address]

[City, State, ZIP]

Subject: Price Adjustment Proposal for Annual Maintenance Renewal

Dear [Client Name],

We would like to express our sincere appreciation for your continued trust in [Your Company Name] as your dedicated maintenance services provider. As we approach the renewal period for your annual maintenance agreement, we remain committed to delivering the highest standards of service and system reliability.

After careful review, we wish to inform you of an upcoming adjustment in the pricing structure for your annual maintenance renewal. This adjustment is necessitated by several key factors:

- **Increased Service Costs:** Over the past year, there have been industry-wide increases in the costs of parts, labor, and logistical support essential to the quality maintenance we provide.
- **Inflationary Adjustments:** Economic conditions and inflation have led to a rise in operational expenses, impacting the delivery of our specialized services.
- **Service Enhancements:** We have implemented new features and improvements to our maintenance offerings, including [list key enhancements such as faster response times, expanded coverage, advanced diagnostic tools, etc.] to ensure optimal performance of your systems.

The revised annual maintenance fee is [**New Annual Fee**], effective from [Renewal Start Date]. Attached is a detailed breakdown of the new pricing and the enhanced scope of services for your reference.

Please rest assured that our commitment to exceptional customer support and reliable system maintenance remains unwavering. We believe these adjustments will enable us to continue providing you with the quality and value you expect from [Your Company Name].

We are happy to discuss any questions or concerns you may have regarding this proposal. Upon your agreement, please sign and return the enclosed renewal form to confirm the updated terms.

Thank you once again for your partnership and trust. We look forward to ensuring the continued performance and longevity of your systems.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Email Address]

[Phone Number]