

Sample Price Adjustment Letter for Annual Service Contract Renewal

Date: [Insert Date]

[Client Name]

[Client Title/Position, if applicable]

[Client Company Name]

[Client Address]

[City, State, ZIP Code]

Dear [Client Name],

We wish to take this opportunity to thank you for your continued partnership with [Your Company Name]. We sincerely appreciate the trust you place in us and the opportunity to support your business through our [type of service] services.

As we approach the renewal of your annual service contract, we would like to inform you of an upcoming adjustment to our service pricing. Beginning on **[Effective Date]**, the annual rate for your contract will be revised from **[Current Amount]** to **[New Amount]**.

This adjustment has become necessary due to [brief reason(s) for the price adjustment, e.g., increased operational costs, investments in technology, enhancements in service offerings, etc.]. Please be assured that we remain committed to delivering the highest level of service and value. The updated contract will also include [mention any new features, offerings, or benefits, if applicable].

Attached you will find the revised contract details reflecting the new rate. Should you have any questions or require further clarification, please feel free to contact me directly at [Your Phone Number] or [Your Email Address]. Our team is ready to assist you in any way we can.

We greatly appreciate your understanding and continued partnership. We look forward to serving your needs for another successful year.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Company Name]

[Your Contact Information]