[Date]

[Contact Name]

[Address]

[City, State/Province]

[Zip/Postal Code]

Dear [Name of Contact],

We regret to tell you that we will be conducting a price increase on specific products due to [Specify Reason]. Below is the list of products that will be affected by the price increase:

[List of Products]

We tried everything that we can to avoid a price increase, but the problem will directly affect the company financially if we do not increase our prices. We would like to apologies in advance for all the problems that the sudden price increase may cause and we are asking you to bear with us.

We hope that you will understand our situation and will continue to support our products.

Sincerely,

[Name]

[Title]

[Phone Number]

[Company Email]