[Date] [Organization Name or Logo] [Address]

[Customer's Name] [Email]

[Address] [Phone Number]

[Website]

Dear [Customer's Name],

This letter services to advise you that there will be an increase of [Percentage] on [Products and/or Services] to be put into effect on [Date]. This increase is due to [Reason].

[Company Name] is committed to offering you the quality you expect and deserve. We have found a way to minimize the price increase to the least possible amount while still achieving our desired goals.

All orders made before [Date] will be honored with the current price, so we highly encourage you to order soon to take advantage of this.

[Company Name] greatly appreciates your continued business and support through this time of growth and change. If you have any further questions or concerns regarding this price increase, please do not hesitate to reach out. Our team is more than happy to discuss this situation with you

Sincerely,

[Sender's Name]

[Title]