[Date]

[Organization Name or Logo] [Address]

[Customer's Name] [Email]

[Address] [Phone Number]

[Website]

Dear [Mr./Mrs. ],

Please accept this letter as notification of a slight rate adjustment, effective March 1. The adjustment is a result of Consumer Price Index changes and increased transportation costs over the last twelve months.

Fortunately, investments in efficient equipment and improved technology will enable us to keep rate increases at a minimum, today and in the future. A summary of rate changes is located at the bottom of this letter. We anticipate no additional rate adjustments for the next full year.

Should you have any questions regarding our services, please contact our office at 555-5555. Customer service or your Doe sales representative will be happy to help you. Thank you for understanding that this price increase means that we can continue to maintain the superior standard of our products and services for the coming year.

Sincerely,

[Sender's Name]

[Title]