Company name

Street Name and Number

Postcode and City

Country (State)

MM/DD/YYYY

Dear Sir/Madam,

We highly value to have [Name of the Company] as our customer, and we invest consistent efforts to meet your expectations. Due to changes on the market, and increased prices of the inputs for our products, we had to adjust our prices.

Therefore, with this letter we wanted to send you a formal notice to you that price of the [Item Name] is about to change, starting from the [DD/MM/YYYY] . New price for our regular customers will be [Amount $] instead [Amount $] per lot of 50 pcs. As the new price-list enters into effect starting from [DD/MM/YYYY] all inquiries made before that date will be invoiced on the regular (old) price.

Please note, that [Name of the Company] as one of our most important clients will continue to benefit from special prices arrangements. Therefore instead of instead [Amount $] per lot of 50 pcs, we will invoice an amount of [Amount $] per lot of 50 pcs.

We hope that forthcoming price change will not affect your trust in the quality of our services. As a consequence of the changes in the prices of our main inputs we had to adjust our price in order to maintain quality of our goods.

We appreciate your continued interest in the many ways that we can improve our offerings, as well as the support associated with this critical component of your business. If you would like to further discuss any of the options and/or changes noted in this letter, please contact us.

Regards,

[Signature]