[DATE]

Contact Name

Address

Address2

Country

City/Province

Postal Code

**RE: NEW PRICING POLICY**

Dear [CONTACT NAME],

It has been our main objective in the past to [SPECIFY]. We have a number of clients who make late payments, and because of this, we have been forced to implicate stronger pricing policies. Our new policy will be effective on [DATE] and is as follows:

1. If the customer is greater than [NUMBER] days late in their payment, we will be forced to [SPECIFY].

2. There will be a surcharge on accounts that fall more than [NUMBER] days behind.

We must admit that we are not pleased that these changes are necessary, however, there is no other alternative. While we continue to strive to provide the best possible service to our clients, we can only continue to do this with our customers' support.

Should you have any concerns regarding our new policy, please contact us.

Sincerely,

[NAME]

[TITLE]

[CONTACT DETAILS]

[COMPANY EMAIL]