[DATE]

Contact Name

Address

Address2

City,

Province

Postal Code

**RE: PRICE INCREASE**

Dear [CONTACT NAME],

We value you as a customer and, your satisfaction is important to us. To continue [TO PRODUCE A HIGH-QUALITY PRODUCT or TO PROVIDE A HIGH-QUALITY SERVICE], we have recently installed new equipment. Along with the increased price of [RESOURCES] we have had to review our price and will be increasing them by [%] effective [DATE].

We enclose a brochure with the new prices for your review. Please be aware that any orders received before [DATE] will be invoiced at the current prices.

We appreciate your understanding in this matter. We welcome your feedback and how we may serve you better.

Kind Regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]