

Price increase announcement letter to client

[You're Name]

[Address]

[Letter Date]

[Recipients Name]

[Address]

[Subject: Subject of Letter] -Optional-

Dear [Recipient's Name],

I am writing to you on behalf of our company {company's name}. This letter is meant to inform you about the recent rise in prices of our products/services. We have always tried to provide quality products/services in affordable rates for our customers but since the market values of goods and raw products affect our work too, we are hereby bound to increase our prices in order to keep serving you with the best of our services. Please note that our prices have increased by ---% and all charges onwards will be made according to these new rates.

We hope to continue having you as our valuable client/customer. For further queries please contact on our office numbers in office hours. Thank you!

Sincerely,

[You're Name]

[Senders Title] -Optional-