Dear Sir/Ma’am,

I [title] [name] from [organization name] am writing to you to inform you about some changes in our charges. We have been serving you for the past [number] of years and you are a witness to the dedication and productiveness of our workers. We have never compromised on the quality and neither do we intend to do so in the future.

However, due to the rising inflation rate and increasing cost of labor, it is not possible for us to serve you the way we always have; so grudgingly we have to raise our service fee by [number] percent from [date]. We have tried to delay this decision for as long as it was possible for us but now it is inevitable.

We would like to remind you that we are still very reasonably priced as compared to the market especially considering the quality that we offer and the timely delivery of service. We deeply regret any inconvenience this might cause you. In case of any further queries, please feel free to contact our [designation] from our [department name], Mr. [name]. You can get in touch with him at [phone number] or send an email at [email address].

Looking forward to serving you better

Yours sincerely,

[Your Name]  
[Business Name]