Date:

To

[The Recipient]

**Re. Change in Prices with the Change in Business Lurch due to Lockdown**

Dear Customers/Clients,

I am Gabriel Herbert, the General Manager of the Oyster and Pearls, Florida. As you know our business has been scattered in the whole state of Florida, therefore, it has been put into public notice and letter of information to communicate the alterations in the pricing policy of the company. The company has been going through a rationalization of price regulations to meet the company’s expenses and the loss imparted by the unfortunate outgoing fiscal year of 20XX-20XX. As the documents show that the company had to suffer from a lot of financial loss due to repetitive lockdowns and business shutdowns.

As this is in your notice that the third wave of coronavirus has proved itself more disastrous, traumatic, and damaging than that of the first and second wave. In the preceding waves of COVID-19, we did not change any pricing policy of the items despite considerable loss and damage brought about by the business shut down. Now, the third wave has hit the company hard, and it is almost impossible for the company to run on the preceding prices and policies.

The department of Planning and Development has devised various changes in the policies to meet the outgoing expense of the company. We have prepared our company budget for the upcoming fiscal year in accordance and coordination with the budget changes announced by the Federal and State governments. To avoid any trouble in the taxational legitimacy of the Inland Board of Revenue, we are on the board to get it authorized from the Federal Consumer Court of PCSD, USA. After submitting the report to the court by one hand, we are on the board to deliver and communicate the changes with our policies with other hands.

We believe in delivering and yielding quality instead of quantity. Our manufacturing team leaves no stone unturned to qualify and complement our products in their best ways. Thus, we expect a good deal of cooperation at your end. No spike in prices has been done for personal interest, rather it has been impelling to be done because of overall and holistic changes by the announcement of Budget 20XX-20XX. Moreover, older products and manufacturing have not been addressed for the price changes.

We thank you for your support, love, and cooperation. To check the updated prices on the new items, please visit our official website or follow the link [Link]. You can also ring us and talk to our Customer Care for Sale in person to inquire about anything at [cell#]. Thank you.

Regards

Gabriel Herbert  
General Manager  
Oyster and Pearls  
Florida USA