

[Your company name]

[Address]

[Phone] [Email]

[Date]

[Customer contact name]

[Customer company]

[Address]

Dear [name],

Price changes from [date]

We're writing to let you know that our prices for [products or part numbers] will change from [date].

[One or two sentences on why, for example: the cost of aluminium and energy has risen since we last set our prices, and we can no longer absorb it.]

The new prices are on the attached price list. [Or: prices will rise by an average of [x]%, and by no more than [y]% on any part.]

Orders we've acknowledged before [date] will be supplied at the price we quoted. Quotations already sent will hold until their validity date.

If you'd like to talk about the change, or plan orders ahead of it, please call [name] on [number].

Thank you for your business.

Yours sincerely,

[Name]

[Role]