

Your address

Date

Customer's Organisation

Customer's address

Website

Subject line: Letter of Price Increase from X (company name)

Dear Mr./Ms. B (Customer's name/Enterprise name),

Please be advised that (XYZ INC.) will generally raise the prices to the tune of upto 5% on high tensile steel cast iron mouldings and metal casting products (Product Name). The price raised will be for the automotive parts and accessories effective 1.04.2021. In some products, the price change will fall outside the general range of reference and will be communicated accordingly. All orders received post the month end will be invoiced at the revised prices.

During the past year we have seen the ever-increasing costs of commodities, manpower and transportation. We cannot continue to absorb the costs and are forced to increase the prices of our products. Rest assured, we have made sure that you are burdened with minimal cost appreciation. We have resorted to extreme cost-cutting measures, invested in business synergies, streamlined the supply chain and reduced business overheads to make the burden of the cost escalation is capped to its lowest. We would be furthering these initiatives in our effort to keep the prices of our products in check.

As always, we are committed to providing you superior products and look forward to work with you closely in bringing new innovations that delight your customer. We appreciate your continued partnership and support.

Thank you in advance for your time.

Regards,

X (your name). Business Stamp