

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),

After carefully deliberating on the changing business headwinds, we are writing to inform you that our rising overhead costs have necessitated the price appreciation on the entire range of automotive parts and accessories. Even though the logistical bottlenecks have impaired supply of the components across the world, we assure you that we will fulfil our agreement past or future without any fail. We are hereby giving you an adequate notice to manage and incorporate the change accordingly.

We are hereby issuing a new price list that will take into effect from 1.04.2021. The additional prices are in line with the current business scenario. We are proposing a 5% increase across our product range. Rest assured, we promise to do good to our obligations and maintain old pricing on the invoices raised before 1.04.2021.

After forbearing most of the cost spikes, we assure you that every effort is being made to keep the price revision to the bare minimum. We appreciate your continued patronage and look forward to working together on many more projects in the future.

Looking forwards for your reply.

Regards,

X (your name). Business Stamp