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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),

As you already know, we have been in the midst of business restructuring in the past year. We are happy to inform you that we would be launching the more advanced version of our accounting software (SERVICE TYPE) from the next quarter. Our program experts have worked on the prototype and have assured us quick turnaround efficiency, inbuilt network tools for better synergy and effortless transaction management (SERVICE OFFERINGS.) In an effort to provide better services, we would be implementing the software across our client base.

This new advanced software will create synergies across the business enterprise. In order to transition to the new interface, we are hereby asking for your formal approval. We would be effectively raising the service costs only by 5% from the installation date. The company assures you that software will slash your overheads by up to 10%. You retain the rights of the products and you will also get the cloud security at no added cost.

We have always been at the forefront of innovation and been partners in your progress. We have been your preferred consultants and hope to remain so as we step into a new phase of evolution.

We would like to thank you for your loyalty over the years. You have been with us since the beginning, and we appreciate your support.

Together let's make a better future.

With Regards

X (your name). Signatory