

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

[Client Name]
[Client Address]
[City, State, Zip Code]

Subject: Follow-up regarding price adjustment for [Tour Name/Date]

Dear [Client Name],

Thank you for choosing [Company Name] for your recent tour on [Tour Date]. It was a pleasure having you with us.

Following our recent discussion regarding the [increase/decrease] in your final tour cost, I am writing to formally confirm the price adjustment. As previously noted, this adjustment was necessary due to [mention brief reason, e.g., changes in group size, updated itinerary requirements, or seasonal surcharges].

The updated financial details are as follows:

- Original Price: \$[Amount]
- Adjustment Amount: \$[Amount]
- Final Total: \$[Amount]

[Select one option below:]

[Option A: If a refund is due] A refund of \$[Amount] has been processed to your original payment method and should appear in your account within [Number] business days.

[Option B: If additional payment is due] Please find the updated invoice attached. We kindly request that the remaining balance of \$[Amount] be settled by [Date].

We appreciate your understanding regarding this matter. If you have any questions or require further clarification, please do not hesitate to contact me directly at [Phone Number] or [Email Address].

We look forward to welcoming you on another adventure in the future.

Sincerely,

[Your Name]
[Your Title]
[Company Name]