

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

[Client Name]
[Client Company]
[Client Address]

Dear [Client Name],

I am writing to thank you for your continued partnership and to share some updates regarding our services for the upcoming year.

To maintain the high standard of quality and support we provide, we will be adjusting our rates effective January 1, [Year]. This change reflects increases in operational costs and our commitment to investing in the resources necessary to serve you better.

Starting on the above date, your new rate will be [New Rate/Percentage Increase].

All projects currently in progress will be honored at the previous rate until [Date]. Any new work initiated after the start of the new calendar year will be billed at the updated rate.

We value your business and look forward to helping you achieve your goals in the new year. If you have any questions regarding this adjustment, please feel free to contact me directly.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]