

[Date]

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

Dear [Client Name],

I am writing to inform you of an upcoming change to our service rates. Effective [Date], our rate for [Service Name] will increase from [Old Rate] to [New Rate].

We have held our prices steady for [Period of Time], but this adjustment is necessary to account for rising operational costs and to ensure we continue providing the high level of quality and expertise you expect from us.

Any projects currently in progress or booked before [Date] will be honored at the previous rate. All new work initiated after this date will be subject to the updated pricing.

We value our partnership and appreciate your understanding. If you have any questions regarding this change, please do not hesitate to contact me directly.

Sincerely,

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