

<today>

<company.organization>

<company.address1.>

<company.city>,<company.state> <company.zip>

<salutation>

We must inform you that we are have instituted a change in our  
<product/service> pricing.

As of this date we shall operate with the following as our  
standard list of prices.

< statement of updated prices>

These shall supercede and replace all past statements of  
prices.

We trust that you will find this change to be in the best  
interest of both our companies and shall look forward to your  
continued business.

If you have any questions or comments regarding this action,  
please contact me directly. Thank you.

Sincerely,

<name>

<title>