

<today>

<company.organization>
<company.address1.>
<company.city>, <company.state> <company.zip>

<salutation>

We must inform you that we 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>