

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:
Name
Address Line 1
Address Line 2
City, State Zip Code

Date

Name
Company
Address Line
City, State Zip Code

Re: New Pricing Policy

Dear :

As of Date, a new pricing policy will become effective. This policy applies to all stores. I have included a chart explaining the pricing policy. If you have any questions, please do not hesitate to contact me.

Thanking you for your cooperation,

N A M E