Your Name

Street Address

City, ST ZIP Code

Phone

Email

Date

Recipient Name

Title

Company Name

Street Address

City, ST ZIP Code

Dear Recipient Name:

This letter serves to notify our valued clients about an overall 5% increase in our prices for all imported jewelry items. The increment is in line with the recently increased government tax on imported goods. Our updated price list will be available shortly on our website.

Please note that there will be no changes to the prices of any local brands we sell. We would also like to bring to your attention that the new price increase for imported items has been made with marginal profit for us. We want our customers to enjoy shopping with us without feeling a burden on their pockets.

Please do contact us for any concerns or suggestions. We look forward to your orders and hope to provide the best shopping experience for you.

Sincerely,

Your Name