

Price Reduction Announcement Letter

This package contains:

1. Instructions & Checklist for Price Reduction Announcement Letter
2. Price Reduction Announcement Letter

Instructions & Checklist for Price Reduction Announcement Letter

- This package contains (1) Instructions & Checklist for a Price Reduction Announcement Letter; and (2) Price Reduction Announcement Letter;
- This form is designed to assist you in drafting a letter to announce a price reduction.
- Be sure to include any “enclosures” mentioned in the letter. If there are no “enclosures” you may delete “Enclosure” from the bottom of the letter.
- Be sure to sign the letter and to make a copy before sending it out.
- Bracketed instructions may be included on this form to assist you in completing it and should be removed before printing. Generally in Microsoft Word, you can click on the bracketed instruction and start typing.
- These forms are not intended and are not a substitute for legal advice. These forms should only be a starting point for you and should not be used without consulting with an attorney first. An attorney should be consulted before negotiating any document with another party.
- The purchase and use of these forms, is subject to the Disclaimers and Terms of Use found at findlegalforms.com.

[Your Name]
[Street Address]
[City, State ZIP Code]
[phone number - optional]
[email address - optional]

November 9, 2010

[Name of Recipient]
[Title]
[Company Name]
[Street Address]
[City, State ZIP Code]

Dear [Name of Recipient]:

Thank you for being a valued customer of [Company Name].

At [Company Name], we are constantly looking for new ways to improve our customer value and satisfaction. This includes periodically reviewing our expenses and price lists.

I am pleased to share that we have decided to reduce our price for [Product or Service]. As of [Date], the price will drop from [Old Price] to [New Price]. We believe that this new price not only gives you a great value, it also reflects our commitment to customer satisfaction.

If you would like to place an order at this new price, please do not hesitate to contact us at [Phone Number]. Our friendly staff is available [Business Hours] to process your request.

Should you have any questions or concerns regarding this matter, please feel free to contact me. In the meantime, I thank you again for doing business with [Company Name].

Sincerely,

[Your Name]
[Title if any or delete if none]