

# **Price Decrease Announcement Letter**

**[Your Name]**

[Address]

[Letter date]

**[Recipients Name]**

[Address]

**[Subject: Subject of Letter (Optional)]**

Dear [recipient's name],

We are honored to have you as our valued customer.

We are always looking for new ways to improve our services and delight our customers. To value and keep our customers satisfied, we review our prices regularly.

We are pleased to announce that we have decided to reduce our prices for [product/services]. As of date [xxx], the price of [xxx] will be reduced to [new price] from [old price]. We trust that our new price will provide you great value and also reflect our commitment to provide customer satisfaction.

Please do not hesitate to contact us for placing orders with the new price. Our staff will be willingly available to process your orders.

Thank you once again for doing business with us. In case of any questions or concerns, please feel free to share it with us.

Sincerely,

**[Your Name]**

[Senders Title] -Optional-