

[ENTER YOUR BUSINESS NAME AND ADDRESS]

[ENTER CLIENTS NAME AND ADDRESS]

[ENTER DATE]

Reference: Notice of Intention for Price Increase

Dear [ENTER CLIENTS NAME],

Due to rising running and maintenance costs of the yard, we write to inform you that the prices for our livery packages and services will be increasing. These changes will come into force on [ENTER START DATE].

Please find below our new prices: [AMEND AS NECESSARY]

Livery Packages:

DIY Livery - £30 per week [OPTIONAL TO DETAIL PRICE INCREASE AMOUNT PER WEEK/ MONTH]

Assisted DIY- £55 per week

Additional Services:

Full Day Cover - £12 per day [OPTIONAL TO DETAIL PRICE INCREASE AMOUNT PER TIME]

Turnout or Bring In - £3

It has been a long time since we increased our charges in [AMEND WITH DATE AS NECESSARY] and we have done now so to ensure we can continue maintaining and running the yard to the standards expected by our clients, and to enable us to continue offering the services and facilities you currently have access to.

As per our contract, we reserve the right to increase our livery package or services costs by giving clients a 30-day notice period of the rise. If any clients see issue with the new charges, I urge you to speak to me directly at your earliest opportunity.

Kind regards,

[ENTER YOUR NAME, BUSINESS NAME AND POSITION]