



# EMAIL TEMPLATE: BOOKKEEPERS AND TAX AGENTS FIXED PRICE PACKAGE PRICE INCREASE INFORMER

## PURPOSE

An email template to politely inform a client that a fixed fee service package pricing has increased. This is sent to ensure you provide at least 30 days' notice in advance.

## EMAIL FEATURES

In this email you:

- Explain a fixed fee price has increased
- Recommends that client updates an automatic payment (if relevant)
- Informs client of update to recurring card payments (if relevant)

## EMAIL TEMPLATE

Use the template below as a starting point.

Select the options that suit your business. Select the options that suit your business. These options are in **yellow highlighted** text. Prompts to consider are included in **red guidance** text.

**Subject Line: Your Business Name | Your Client Name | Notice of Price Increase**

Dear **[client name]**,

Thank you for your continued custom with **[your business name]**.

### **Pricing Increase**

We have performed our annual review of pricing for our services.



This email is to inform you of a price increase to your fixed fee services.

Your service [insert package name] will increase to \$X per [week][month] from DD Month YYYY.

**\*\*ensure this is dated at least 30 calendar days in the future\*\***

**What You Need to Do**

If you pay us by automatic payment, please arrange to update your payment to the new amount in time for the next payment from the date above.

If we collect your payment via a recurring card payment authority, you do not need to do anything. Your next payment from the date above will be increased to the new amount.

**Queries**

If you have any queries or have difficulty in paying us, please email us or call immediately.

**\*\*Use if you use scheduling tool such as Calendly, acuity etc.\*\***

Many thanks for continuing to work with us.

[Your name]

[Email]

[Contact Number]

[Logo]