Hey {Client},

We are so pleased to be working with you and glad that you have been happy with our {bookkeeping services}. We have been {keeping your books up to date and your numbers look great}. Your confidence in {ABC Bookkeeping} means so much to us.

We are proud that we can help businesses like yours {keep your books accurate and up to date}. In order to continue to deliver great results we will be increasing our rates from {current rate} to {new rate}.

We will be rolling this out to clients immediately, but to thank you for being such a great client, we want to extend your current rate through {January 31st}.

If you have any questions about the rate increase you can reach me at {telephone #} or {email address}.

Again, thank you so much for being an amazing client!

Thanks,

{Your Name}