

Dear Client,

We're writing to update you about recent tariffs that may impact your design project.

As you may know, new tariffs have recently gone into effect on many imported furnishings and materials. These changes directly affect items we've specified for your project.

What this means for you:

1. **Tariff costs:** These government-imposed tariffs are pass-through costs that we'll need to bill as reimbursable expenses without any markup.
2. **Potential impacts:** Some items in your design plan may see price increases, extended delivery timelines, or availability challenges.
3. **Your options:** If tariffs significantly impact any items, you can:
 - Proceed with the original selections and pay the additional tariff costs
 - Consider alternative domestic or non-tariffed products we can recommend
 - Remove affected items from the project scope
4. **Our commitment:** We'll provide clear documentation of any tariff-related costs and work closely with you to find solutions that minimize impacts on your project.

These changes in international trade policy are beyond our control, but we're committed to keeping your project on track. We'll contact you promptly if we receive notice of specific tariff impacts on your items.

Please don't hesitate to call if you have any questions. We appreciate your understanding and look forward to continuing our work together.

Warm regards,

[Insert Your Business Name]