



Template Change of Services Letter

The document below is a template letter for yard owners to issue to their clients in respect of any planned changes to livery packages, services or inclusions. The expected notice period for any such changes would be a minimum of 30 days, but if considerable adjustment to services is made, then 60 days advance notice would be recommended.

Following changes to your packages or pricing structure, to help you calculate your livery charges, there is also a document 'Livery Charges Calculation Sheet' which will help you accurately work out your costs and make any changes to your price structure accordingly.

[ENTER YOUR BUSINESS NAME AND ADDRESS]

[ENTER CLIENTS NAME AND ADDRESS]

[ENTER DATE]

Reference: Changes to Livery Services

Dear [ENTER CLIENTS NAME],

Having reviewed our current offerings, we have made the decision to re-structure our livery packages and their inclusions. This is to help counteract the rising running costs of the yard, and to continue maintaining the yard and providing services to the standards expected by our clients. **[AMEND REASONING AS REQUIRED WITHOUT UNNECESSARY EXPLANATION]**

The changes laid out below will come into force on [ENTER DATE].

Please find below our new packages, inclusions and prices: **[AMEND AS NECESSARY]**

Livery Packages:

5-Day Full Livery (Monday to Friday) - £160 per week [AMEND AS NECESSARY]

This will include stable and grazing, daily turn out and bring in, daily mucking out, 2no. bales of hay per week, 2no. bales of shavings per week [AMEND AS NECESSARY]

DIY Livery - £35 per week [AMEND AS NECESSARY]

This will include stable and grazing. Assisted services will be available upon request Monday – Friday according to the attached price list. [AMEND AS NECESSARY]

Additional Services:

Please see the attached price list for our new price list for additional services

Additional Information:

Please note that from the effective date, in line with the changes to the packages as outlined above, we will no longer... **[AMEND AS NECESSARY WITH ANY OTHER RELEVANT CHANGES]**

Please take this letter as a formal notice of these changes taking effect from the date stated above.

Following this date, the livery fees laid out above shall be charged, and any additional charges billed accordingly.

If these changes are accepted, a contract will be issued for your livery option.

If you wish to leave the yard following the effective date of these changes, please advise of your period of notice, and ensure that this is effective by **[ENTER DATE OF CHANGES]**

If you would like to discuss any aspect of these proposed changes, please do not hesitate to speak to us in the first instance.

Kind regards,

[ENTER YOUR NAME, BUSINESS NAME AND POSITION]

IMPORTANT

This information as provided above is intended to provide guidance and areas for consideration for those intending to enter into such arrangements. Anyone proposing to enter into such a written agreement should take consideration and their own legal advice as to their particular circumstances.

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