

Pricing Adjustment Proposal

Date: [Insert Date]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to discuss a potential adjustment to our current pricing agreement. Due to [briefly explain the reason, e.g., increased costs, market changes], we believe it is necessary to revisit our pricing structure.

We value our relationship with [Recipient's Company Name] and are committed to finding a solution that meets both of our needs. I would appreciate the opportunity to have a conversation about this matter at your earliest convenience.

Please let me know your available times for a meeting, and I will do my best to accommodate your schedule.

Thank you for your understanding and continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]