

# Vendor Price Adjustment Proposal

Date: [Insert Date]

[Vendor Name]

[Vendor Address]

[City, State, ZIP Code]

Dear [Vendor Contact Name],

We hope this message finds you well. We greatly appreciate our continued partnership and the value your products bring to our offerings. However, due to [reason for price adjustment, e.g., increased costs, market fluctuations], we are proposing an adjustment to our existing pricing structure.

Effective [proposed effective date], we would like to adjust the pricing for the following products:

- [Product Name 1]: [Current Price] to [Proposed Price]
- [Product Name 2]: [Current Price] to [Proposed Price]

We believe this adjustment is necessary to ensure the sustainability of our partnership and to continue providing quality products. We would appreciate your understanding in this matter and invite you to discuss it further at your convenience.

Please feel free to reach out to us if you have any questions or require further clarification.

Thank you for your attention and support.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]