

Notification for Packaging Cost Adjustments

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Supplier's Name]

[Supplier's Company Name]

[Supplier's Address]

[City, State, Zip Code]

Dear [Supplier's Name],

We hope this message finds you well. We are writing to formally request a review and adjustment of the packaging costs associated with our ongoing partnership.

Due to [reason for adjustment, e.g., fluctuation in raw material prices, increased demand, etc.], we have noticed a need to reassess the current pricing structure for packaging materials. We believe that an adjustment is necessary to maintain the quality and service standards we both strive for.

We appreciate your attention to this matter and would like to schedule a meeting to discuss the potential changes. Please let us know your availability in the upcoming weeks.

Thank you for your understanding and support.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]