

# Letter of Adjustment in Vendor Pricing Terms

Date: [Insert Date]

[Vendor's Name]

[Vendor's Address]

[City, State, Zip Code]

Dear [Vendor's Name],

I hope this message finds you well. We appreciate the ongoing partnership and support that your company has provided us.

We are writing to discuss a necessary adjustment to the pricing terms of our current agreement. Due to [reason for adjustment, e.g., increased costs, market fluctuations], we find it imperative to revise the pricing structure to ensure a sustainable business relationship moving forward.

Effective [Effective Date], we propose the following adjustments to our pricing terms:

- [Detail the first adjustment]
- [Detail the second adjustment]
- [Detail any additional adjustments]

We believe that these adjustments are essential for both parties and will enable us to continue providing you with the highest level of service while maintaining product quality.

Please review the proposed changes and let us know your thoughts. We are open to discussing this matter further at your earliest convenience.

Thank you for your attention to this matter and your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]