

Cost Escalation Notice

Date: [Insert Date]

To: [Supplier's Name]

Address: [Supplier's Address]

Dear [Supplier's Name],

We hope this message finds you well. We are writing to formally notify you of a cost escalation effective [Insert Effective Date] regarding the products/services supplied to [Your Company Name].

Due to [briefly explain reason for cost escalation, e.g., increase in raw material prices, labor costs, etc.], we find it necessary to adjust our pricing structure. The new pricing details are as follows:

- Product/Service: [Insert Product/Service Name]
- Old Price: [Insert Old Price]
- New Price: [Insert New Price]

We understand that price changes can pose a challenge, and we appreciate your understanding and cooperation in this matter. Should you have any questions or concerns, please feel free to contact us at [Your Contact Information].

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]