

# Vendor Fee Increase Notification

Date: [Insert Date]

Dear [Vendor's Name],

We hope this message finds you well. We are writing to inform you of an upcoming adjustment to our vendor fee structure. As of [Effective Date], the vendor fee will increase from [Current Fee] to [New Fee].

This decision was made after careful consideration of various factors including [briefly mention reasons if applicable, e.g., inflation, increased operational costs, etc.]. We appreciate your understanding and continued partnership.

If you have any questions or concerns regarding this adjustment, please do not hesitate to reach out to us at [Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]