

Dear [Vendor's Name],

We hope this message finds you well. We are writing to inform you of a forthcoming adjustment in our pricing structure. As of [effective date], there will be an increase in the prices of certain products/services.

Due to [reasons for price increase, e.g., rising costs, inflation, supply chain issues], we find it necessary to adjust our pricing to maintain the quality and service that you expect from us.

The new pricing will be as follows:

- [Product/Service 1] - [Old Price] to [New Price]
- [Product/Service 2] - [Old Price] to [New Price]
- [Product/Service 3] - [Old Price] to [New Price]

We value your partnership and are committed to providing you with the best possible service. If you have any questions or concerns about this change, please feel free to reach out to us.

Thank you for your understanding.

Sincerely,
[Your Name]
[Your Position]
[Your Company]
[Contact Information]