

# Important Notice: Vendor Rate Increase

Dear [Vendor Name],

We hope this message finds you well. We would like to take this opportunity to inform you about an upcoming change to our pricing structure, effective [Effective Date].

Due to [brief explanation of reasons for the increase, e.g., rising material costs, inflation, etc.], we will be implementing a rate increase on our products/services. The new rates will be as follows:

- [Product/Service Name 1]: [New Rate]
- [Product/Service Name 2]: [New Rate]
- [Product/Service Name 3]: [New Rate]

We understand that pricing changes can be challenging, and we assure you that this decision was made after thorough consideration. We remain committed to providing you with the highest quality products/services and appreciate your understanding and continued partnership.

If you have any questions or need further clarification, please do not hesitate to reach out to us at [Contact Information].

Thank you for your attention to this matter.

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