

Notification of Pricing Change

Date: [INSERT DATE]

To: [SUPPLIER NAME]

From: [YOUR COMPANY NAME]

Dear [SUPPLIER NAME],

We hope this message finds you well. We are writing to inform you of a change in pricing for the products/services we currently procure from your company. Effective from [EFFECTIVE DATE], the new pricing will be as follows:

Product/Service	Old Price	New Price
[PRODUCT/SERVICE NAME]	[OLD PRICE]	[NEW PRICE]

We appreciate your continued partnership and understanding regarding this adjustment. Should you have any questions or require further information, please do not hesitate to reach out to us.

Thank you for your attention to this matter.

Sincerely,

[YOUR NAME]

[YOUR POSITION]

[YOUR COMPANY NAME]

[CONTACT INFORMATION]