

Date: [Insert Date]

[Supplier's Name]

[Supplier's Company Name]

[Supplier's Address]

[City, State, ZIP Code]

Dear [Supplier's Name],

We hope this message finds you well. We would like to take this opportunity to express our appreciation for the support and collaboration that you have provided to us over the years.

Due to [reason for the price increase, e.g., rising raw material costs, inflation, etc.], we find it necessary to adjust our pricing structure. Therefore, we propose a price increase of [proposed percentage or amount] effective [effective date]. We believe this adjustment will allow us to maintain the quality and service you expect from us.

We value your partnership and are committed to working together to ensure a seamless transition during this time. Please feel free to reach out if you have any questions or concerns regarding this proposal.

Thank you for your understanding and continued support.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, ZIP Code]

[Your Contact Information]