

Supplier Cost Increase Notification

Date: [Insert Date]

To: [Recipient Name]

Company: [Recipient Company]

Address: [Recipient Address]

Dear [Recipient Name],

We hope this message finds you well. We are writing to inform you about an impending increase in our product costs, effective [Insert Effective Date]. This decision has not been made lightly, and we want to assure you that we have explored all possible options to minimize the impact on our valued partners.

The primary factors contributing to this increase are [briefly explain reasons such as rising raw material costs, transportation expenses, etc.]. We remain committed to providing you with the highest quality products and services, and we believe that this adjustment is necessary to maintain our standards.

We understand that cost changes can pose challenges, and we are here to support you throughout this transition. We are happy to discuss our new pricing and any potential implications for your business.

Thank you for your understanding and continued partnership. Please feel free to reach out if you have any questions or need further clarification.

Warm regards,

[Your Name]

[Your Position]

[Your Company]

[Your Phone Number]

[Your Email Address]