

# Supplier Price Adjustment Notification

Date: [Insert Date]

To: [Supplier Name]

[Supplier Company Name]

[Supplier Address]

Dear [Supplier Name],

We hope this message finds you well. We are writing to formally inform you of an adjustment in prices for the products/services we have been sourcing from your esteemed company.

Due to various factors, including [reasons for price adjustment], we have decided to implement a price adjustment effective [effective date]. The details of the new pricing structure will be outlined as follows:

| <b>Product/Service</b> | <b>Current Price</b> | <b>Adjusted Price</b> |
|------------------------|----------------------|-----------------------|
| [Product/Service 1]    | [Current Price 1]    | [Adjusted Price 1]    |
| [Product/Service 2]    | [Current Price 2]    | [Adjusted Price 2]    |

We understand the impact a price change can have, and we assure you that we have taken every measure to keep the adjustments to a minimum. Our partnership is valuable to us, and we look forward to continuing our collaboration.

If you have any questions or require further clarification regarding this price adjustment, please do not hesitate to reach out.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]