

Cost Adjustment Advisory

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you of a necessary adjustment to the cost associated with [specific service or product]. Due to [brief explanation of the reason for cost adjustment, e.g., increased materials costs, changes in labor costs, etc.], we find it necessary to update our pricing structure.

Effective [effective date], the adjusted price will be [new price]. We understand that any changes to costs can impact your budgeting, and we want to assure you that we are committed to providing high-quality services/products at competitive rates.

If you have any questions or need further clarification regarding this adjustment, please do not hesitate to reach out to us. We value our relationship and appreciate your understanding in this matter.

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Phone Number]

[Your Email Address]