

Dear [Supplier Name],

We hope this message finds you well. We are writing to inform you of an upcoming increase in our costs that will affect our pricing structure.

Due to various factors, including [specific reasons for cost increase, e.g., increased raw material costs, shipping charges, etc.], we will be implementing a price increase of [percentage or amount] effective [date]. We value your partnership and want to be transparent regarding these changes.

We appreciate your understanding and continued support. Should you have any questions or wish to discuss this matter further, please do not hesitate to contact us.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]