

Subject: Supplier Fee Adjustment Notification

Dear [Supplier's Name],

I hope this message finds you well. We would like to inform you that there will be an adjustment to the fees associated with our ongoing partnership.

Effective [date], the new fee structure will be as follows:

- [Detail of Fee Adjustment 1]
- [Detail of Fee Adjustment 2]
- [Detail of Fee Adjustment 3]

We believe this adjustment will help streamline our collaboration and enhance the services we provide. If you have any questions or require further clarification, please do not hesitate to reach out.

Thank you for your continued partnership.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]