

# Vendor Price Adjustment Notification

Date: [Insert Date]

To: [Vendor Name]

[Vendor Address]

Dear [Vendor Contact Name],

We hope this message finds you well. We are writing to inform you of an upcoming adjustment to the pricing of the products we purchase from your company. Due to [reason for price adjustment, e.g., increased raw material costs, inflation, etc.], we find it necessary to adjust our pricing structure.

The new pricing will take effect on [insert effective date]. The revised prices are as follows:

<b>Product Description</b>	<b>Current Price</b>	<b>New Price</b>
[Product 1]	[Current Price 1]	[New Price 1]
[Product 2]	[Current Price 2]	[New Price 2]

We value our partnership and appreciate your understanding regarding this adjustment. If you have any questions or concerns, please do not hesitate to reach out to us.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]