

Vendor Price Update 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 important update regarding the pricing of the products/services that we purchase from you.

Effective [Insert Effective Date], there will be a change in the prices of the following items:

- [Product/Service Name 1] - [New Price]
- [Product/Service Name 2] - [New Price]
- [Product/Service Name 3] - [New Price]

We understand that price adjustments can affect your operations, and we want to assure you that this decision was made after careful consideration of the current market conditions.

If you have any questions or require further clarification, please do not hesitate to reach out to us.

Thank you for your attention to this matter, and we look forward to our continued business relationship.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]