

Dear [Vendor's Name],

I hope this message finds you well. We value our partnership and appreciate the services you provide to us.

We are writing to inform you about an upcoming adjustment to your rates, effective [Effective Date]. This decision was made after careful consideration of various factors, including [reasons for the rate increase, e.g., increased operational costs, inflation, or market trends].

The new rates will be as follows:

- [Service/Product 1]: [New Rate]
- [Service/Product 2]: [New Rate]
- [Service/Product 3]: [New Rate]

We remain committed to maintaining high-quality standards and believe that this adjustment will help us continue providing exceptional service to our clients. We appreciate your understanding and continued partnership.

If you have any questions or would like to discuss this further, 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]