

Important Announcement: Adjusted Material Costs

Dear Valued Client,

We hope this message finds you well. We are writing to inform you of an adjustment to our material costs that will take effect starting [Effective Date].

Due to [brief explanation of reasons, e.g., "increased raw material prices" or "supply chain disruptions"], we find it necessary to revise our pricing structure. This change will ensure that we continue to provide you with the highest quality products and services.

The new pricing will be as follows:

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

We understand the impact of price changes and assure you that we are committed to minimizing disruptions to your business. Please feel free to reach out to your account manager or contact our customer service team for any questions regarding these changes.

Thank you for your understanding and continued partnership.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Contact Information]