

Letter of Explanation for Changes in Material Pricing

Date: [Insert Date]

[Your Name]
[Your Title]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Recipient's Name]
[Recipient's Title]
[Recipient's Company Name]
[Recipient's Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you about recent changes in the pricing of the materials we supply, which will affect your upcoming orders.

Due to [brief explanation of reasons, e.g., increased raw material costs, supply chain disruptions, etc.], we have had to adjust our pricing structure to continue providing you with the high-quality products you expect from us.

The new pricing will be effective from [effective date], and we have outlined the changes below:

- [Material/Product 1]: [Old Price] to [New Price]
- [Material/Product 2]: [Old Price] to [New Price]
- [Material/Product 3]: [Old Price] to [New Price]

We understand that price changes can be challenging, and we are committed to working with you to minimize any disruptions this may cause. Please feel free to reach out to me directly at [Your Phone Number] or [Your Email Address] if you have any questions or would like to discuss this further.

Thank you for your understanding and continued partnership.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]