

Notice of Material Cost Change

Date: [Insert Date]

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

Dear [Recipient's Name],

We are writing to formally notify you of a change in the material costs associated with our ongoing project, [Project Name]. Due to [brief reason for the cost change, e.g., increased supplier prices, supply chain disruptions], we must adjust our pricing accordingly.

The changes are as follows:

- Previous Material Cost: [Previous Cost]
- New Material Cost: [New Cost]
- Effective Date of Change: [Effective Date]

We understand that this may affect your budgeting and planning. We are committed to working closely with you to mitigate any impact this may cause.

Please do not hesitate to reach out if you have any questions or require further information. Thank you for your understanding and continued partnership.

Sincerely,

[Your Name]
[Your Title]
[Your Company]
[Your Contact Information]