

Notification of Material Cost Adjustment

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you of an adjustment in the material costs for [specific material or project name].

Due to [brief explanation of the reason for the adjustment, e.g., market changes, increased supply costs], effective [effective date], the new cost for [material name] will be [new cost].

We understand that changes in pricing can impact your planning and budgeting, and we appreciate your understanding in this matter. Please feel free to reach out if you have any questions or require further clarification.

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]