

Proposal for Revised Material Cost Terms

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

Dear [Recipient's Name],

I hope this letter finds you well. We appreciate the ongoing partnership between our companies and the successful projects we have completed together.

As we continue to navigate the changing market conditions, we wish to propose a revision to our current material cost terms. Given the recent fluctuations in sourcing prices and supply chain challenges, we believe that adjusting the cost terms will enable us to maintain the quality of materials provided while ensuring our mutual profitability.

We propose the following revised terms:

- **New Material Cost Structure:** [Insert details of the new cost structure]
- **Effective Date:** [Insert proposed effective date]
- **Review Period:** [Specify review period for terms]

We are confident that these adjustments will facilitate smoother operations and enhance our collaborative efforts. We look forward to discussing this proposal further and hope to reach a mutually beneficial agreement.

Thank you for considering our request. Please feel free to reach out for any clarifications or to schedule a meeting to discuss this matter in more detail.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]