

Update on Material Cost Increases

Dear [Recipient Name],

We hope this message finds you well. We would like to inform you about recent developments concerning material costs that may affect our ongoing projects.

Due to various factors including supply chain disruptions and increased demand, we have experienced a significant rise in the cost of materials essential for our operations. As a result, we are compelled to adjust our pricing structure to accommodate these changes.

We are committed to transparency and want to assure you that we are doing everything possible to minimize the impact on our partners. We anticipate that these changes will take effect on [Effective Date].

We appreciate your understanding and continued support during this time. Should you have any questions or require further details, please do not hesitate to reach out to us.

Thank you for your attention to this matter.

Sincerely,
[Your Name]
[Your Position]
[Your Company]
[Contact Information]