

Dear [Vendor's Name],

We hope this message finds you well. We are writing to inform you about a revision in pricing for our products/services due to [brief reason for price revision, e.g., increased costs, inflation, etc.].

New Pricing Details:

Product/Service	Old Price	New Price
[Product/Service Name 1]	[Old Price 1]	[New Price 1]
[Product/Service Name 2]	[Old Price 2]	[New Price 2]

The revised prices will take effect on [effective date]. We appreciate your understanding and continued partnership.

Should you have any questions or concerns regarding this change, please feel free to contact us at [contact information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Position]
[Your Company]