

Dear [Supplier's Name],

We hope this message finds you well. We are writing to inform you of a necessary adjustment in our pricing structure that will take effect on [Effective Date]. This decision has not been made lightly, and we want to provide you with a transparent justification for this increase.

Over the past [time period], we have experienced several factors that have influenced our cost of production, including:

- Increased raw material costs
- Higher transportation and logistics expenses
- Rising labor costs

As a valued supplier, we greatly appreciate your understanding and continued partnership. Our commitment to providing quality products remains unchanged, and we believe that this adjustment will allow us to maintain the level of service and quality that you expect from us.

We are dedicated to ensuring a smooth transition during this period and are happy to discuss any concerns you may have. Please feel free to reach out to us at your convenience.

Thank you for your understanding and support.

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