

Inquiry Regarding Charge Increase

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Insert Date]

[Supplier Name]

[Supplier Position]

[Supplier Company Name]

[Supplier Company Address]

[City, State, Zip Code]

Subject: Inquiry Regarding Charge Increase

Dear [Supplier Name],

I hope this message finds you well. I am writing to address the recent notification regarding the increase in charges for the products/services provided by your company. As we strive to maintain our competitive positioning in the market, it is crucial for us to understand the rationale behind this increase.

Could you please provide further details regarding the reasons for this adjustment? Additionally, we would appreciate any insights on how this change may impact our current agreements and pricing structure.

We value our partnership and are keen to ensure that it remains mutually beneficial. Your prompt response will help us evaluate our options moving forward.

Thank you for your attention to this matter. I look forward to your prompt reply.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]