

Notification of Cost Increase

Dear [Recipient's Name],

We hope this message finds you well. We are reaching out to inform you of an upcoming change in our pricing structure due to increased costs in raw materials and production.

Effective from [Effective Date], our prices will increase by [Percentage/Amount]. This decision was not made lightly, and we have thoroughly analyzed all possible alternatives to minimize the impact.

We value our partnership and want to remain transparent about these changes. Please feel free to reach out with any questions or concerns regarding this matter.

Thank you for your understanding and continued support.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]