

# Supplier Expense Escalation Assessment

Date: [Insert Date]

To: [Supplier Name]

Address: [Supplier Address]

Dear [Supplier Contact Name],

We hope this message finds you well. As part of our ongoing commitment to maintaining a strong and long-term partnership, we are conducting an assessment of expense escalations that have occurred over the past [Insert Timeframe].

We value your collaboration and would like to understand the underlying factors contributing to these changes. We believe that by discussing these aspects together, we can align our goals and find mutually beneficial solutions moving forward.

We have outlined the following points for discussion:

- Overview of the increased costs
- Factors influencing the expense escalation
- Potential strategies to mitigate these increases
- Future pricing frameworks

Please let us know a suitable time for a meeting to discuss this in detail. We are confident that our partnership will continue to grow stronger through open communication and collaboration.

Thank you for your attention to this matter. We look forward to your response.

Warm regards,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]