

Supplier Price Adjustment Request

Date: [Insert Date]

[Supplier Name]

[Supplier Address]

[City, State, Zip Code]

Dear [Supplier Contact Name],

I hope this message finds you well. We have valued our partnership and the quality of goods and services you provide. However, due to [reason for price adjustment, e.g., increased material costs, inflation, market changes], we would like to discuss a price adjustment for our ongoing contracts.

We propose a revision of the current pricing structure to [proposed new prices or percentage increase]. This adjustment will help us maintain a sustainable business relationship while ensuring that we can continue to provide high-quality products to our customers.

We value our collaboration and are confident that we can arrive at a mutually beneficial agreement. We would appreciate the opportunity to discuss this matter further. Please let us know a convenient time for you to meet or schedule a call.

Thank you for your understanding and continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Contact Information]