

Cost Modification Notice

Date: [Insert Date]

To: [Partner's Name]

[Partner's Company Name]

[Partner's Address]

Dear [Partner's Name],

We hope this message finds you well. We are writing to inform you of a modification in the cost structure related to our partnership agreement. After careful consideration and analysis of the current market conditions, we have found it necessary to implement the following changes:

- Previous Cost: [Old Cost]
- New Cost: [New Cost]
- Effective Date: [Effective Date]

We understand that costs can impact our collaboration, and we are committed to maintaining transparency throughout this process. Please feel free to reach out if you have any questions or require further clarification regarding this change.

Thank you for your understanding and continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]