

[Date]

[Vendor Contact Name]
[Vendor Company Name]
[Vendor Address]
[City, State, Zip Code]

Subject: Notification of Price Adjustment for [Contract/Service Name]

Dear [Vendor Contact Name],

We are writing to formally notify you of a price adjustment regarding the products/services provided under our agreement dated [Contract Date].

Due to [Reason for adjustment, e.g., changes in market conditions, increased operating costs, or inflation], the pricing for the following items will be updated:

- [Item/Service 1]: Current Price [Amount] - New Price [Amount]
- [Item/Service 2]: Current Price [Amount] - New Price [Amount]

This adjustment will take effect on [Effective Date]. All other terms and conditions of our existing contract shall remain in full force and effect.

We value our partnership and remain committed to providing high-quality service. If you have any questions regarding this update, please contact [Contact Person Name] at [Phone Number/Email] by [Deadline Date].

Please acknowledge receipt of this notice by signing below and returning a copy to us.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]

Acknowledgment:

[Vendor Representative Signature]

[Date]