

# Freight Rate Negotiation Letter

[Your Name]  
[Your Title]  
[Your Company Name]  
[Your Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Date]

[Recipient's Name]  
[Recipient's Title]  
[Recipient's Company Name]  
[Recipient's Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. As we look towards finalizing our shipping agreements for the upcoming contracts, I would like to initiate a discussion regarding the freight rates associated with our shipping needs.

Given our ongoing partnership and the volume of shipments anticipated for the upcoming period, we believe a review of the current rates is warranted. Our objective is to ensure that both parties benefit from a mutually agreeable arrangement.

We have conducted a detailed analysis of market trends and competitors' rates, and we would appreciate the opportunity to discuss potential adjustments that could help us optimize our shipping costs.

Could we schedule a meeting to discuss this further? I am available on [insert dates and times], but I would be happy to accommodate your schedule as much as possible.

Thank you for considering this proposal. I look forward to your prompt response.

Best regards,

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