

Supplier Logistics Rate Adjustment Notice

Date: [Insert Date]

To: [Supplier's Name]

Address: [Supplier's Address]

Dear [Supplier's Name],

We hope this message finds you well. We are writing to inform you of an upcoming adjustment to the logistics rates associated with our partnership.

Effective [Insert Effective Date], the logistics rates will be adjusted as follows:

- Current Rate: [Insert Current Rate]
- New Rate: [Insert New Rate]
- Reason for Adjustment: [Insert Reason]

We appreciate your understanding and continued partnership. Please feel free to reach out if you have any questions or require further clarification regarding this adjustment.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[Your Contact Information]