

Date: [Insert Date]

To,
[Manager's Name]
[Company/Department Name]
[Company Address]

Subject: Request for Negotiation of Employee Transport Arrangement

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a negotiation regarding the transport arrangements available for employees at [Company Name]. Given the recent changes in our project locations, I believe that discussing an enhancement to our current transport options would be beneficial for our team's productivity and morale.

Specifically, I would like to propose [briefly outline your suggestions, e.g., "an extended transportation service during extended hours" or "the introduction of a shuttle service to our new project site"]. I am confident that these changes would lead to a more efficient commuting experience.

I kindly ask for a meeting to discuss this matter further at your earliest convenience. I appreciate your consideration and look forward to your positive response.

Thank you for your attention to this matter.

Sincerely,
[Your Name]
[Your Job Title]
[Your Department]
[Your Contact Information]