

Request to Alter Shipping Service

Date: [Insert Date]

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a review and alteration of our current shipping service with [Shipping Company Name]. We have received feedback from our customers indicating that the existing shipping processes could be improved to enhance overall satisfaction.

Specifically, we would like to explore options for:

- Faster delivery times
- More flexible shipping options
- Improved tracking capabilities

We believe that implementing these changes will not only improve customer satisfaction but also strengthen our partnership with [Shipping Company Name]. We are eager to hear your thoughts on this matter and to discuss potential solutions.

Thank you for considering our request. I look forward to your prompt response.

Sincerely,
[Your Name]
[Your Position]
[Your Company Name]
[Your Contact Information]