

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[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 of our current logistics partnership. After evaluating our shipping and logistics expenses, we believe it may be beneficial to explore alternative logistics partners that could offer us more competitive rates and improved service options.

Our goal is to ensure that we are maintaining cost efficiency while continuing to deliver quality to our customers. We kindly ask you to consider this request and discuss possible options for transitioning to a more favorable logistics arrangement.

Thank you for your attention to this matter. I look forward to your response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]