

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Shipping Company Name]

[Company Address]

[City, State, Zip Code]

## **Subject: Request to Change Shipping Company for Improved Tracking**

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a change in our current shipping company. After careful consideration, I believe that transferring to a different shipping service will allow for improved tracking and delivery efficiency for our shipments.

Our current shipping arrangements have presented challenges in tracking orders, leading to delays and customer dissatisfaction. I have researched alternative shipping options that provide enhanced tracking features and better customer service.

I would appreciate the opportunity to discuss this change in more detail and explore the best shipping options available. Please let me know a convenient time for us to meet or discuss this over the phone.

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

Sincerely,

[Your Name]