

Request to Negotiate Shipping Terms

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company]
[Your Company Address]
[City, State, Zip Code]
[Email]
[Phone Number]

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

Dear [Recipient Name],

I hope this message finds you well. I am writing to initiate a discussion regarding our current shipping agreement and to explore the possibility of negotiating more favorable terms with [Recipient Company].

As our business continues to grow, we want to ensure that our shipping expenses remain competitive while maintaining the quality of service we require. We believe that with the longstanding partnership between our companies, there may be opportunities for us to work together to improve the terms of our agreement.

We would greatly appreciate the chance to discuss potential adjustments in rates, delivery schedules, and any other related terms that could benefit both parties. Please let me know a convenient time for you to meet or have a call to discuss this further.

Thank you for considering this request. I look forward to your positive response.

Sincerely,

[Your Name]
[Your Position]
[Your Company]