

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Position]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

## **Subject: Request to Select a New Shipping Provider**

Dear [Recipient Name],

I hope this message finds you well. As we continually strive to enhance our operational efficiency and customer satisfaction, I am writing to propose the evaluation and selection of a new shipping provider. Our current shipping solution has faced several challenges regarding reliability and timeliness, which have impacted our service delivery.

In light of this, I believe it would be beneficial for us to explore alternative shipping providers that can offer a more dependable service. This endeavor aims to improve our shipping processes, reduce delivery times, and ultimately enhance our customer experience.

I would appreciate the opportunity to discuss this matter further and consider potential candidates for our new shipping provider. Please let me know a convenient time for you to meet or if you would prefer a virtual discussion.

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

Best regards,

[Your Name]

[Your Position]

[Your Company]