

Reduced-Rate Shipping Agreement

Date: [Insert Date]

To,

[Recipient's Name]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

This letter serves as a formal agreement between [Your Company's Name] and [Recipient's Company] for reduced-rate shipping services under the terms outlined below:

Terms and Conditions

1. The reduced shipping rate of [Insert Rate] applies to all shipments sent from [Origin] to [Destination].
2. This agreement is valid from [Start Date] to [End Date].
3. All shipments must be booked at least [Insert Notice Period] in advance to ensure the reduced rate applies.
4. Payment for shipping services will be due [Insert Payment Terms].
5. Additional fees may apply for services outside of this agreement.

By signing below, both parties agree to the terms outlined in this reduced-rate shipping agreement.

[Your Name]

[Your Title]

[Your Company]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company]

We look forward to a successful partnership.

Best Regards,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]