

Special Rate Shipping Arrangement

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

We are pleased to inform you that we have arranged a special shipping rate for your upcoming orders. After reviewing your shipping needs and order volume, we believe this arrangement will significantly benefit your operations.

The details of the special rate are as follows:

- Shipping Service: [Service Name]
- Discount Rate: [Percentage] off standard rates
- Applicable Regions: [Regions/Countries]
- Effective Date: [Start Date] to [End Date]

To take advantage of this special rate, please use the code [Discount Code] during the checkout process or inform your sales representative when placing an order.

If you have any questions or need further assistance, feel free to contact us at [Your Phone Number] or [Your Email Address].

Thank you for your continued partnership. We look forward to serving you!

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Address]

[Your Phone Number]

[Your Email Address]