

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Provider's Name]

[Provider's Position]

[Provider's Company]

[Provider's Address]

[City, State, Zip Code]

Dear [Provider's Name],

I hope this message finds you well. I am writing to discuss recent freight charges associated with the logistics services provided by [Provider's Company]. As we review our shipping costs, we would like to explore potential adjustments or alternatives available to us.

In particular, we have noticed [specific issue with charges]. We believe that a discussion regarding these charges could be beneficial for both parties and may also help us streamline future shipping processes.

Could we schedule a meeting to go over this list and discuss any possible solutions? We greatly value our partnership and are eager to work together towards a more efficient resolution.

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

Best regards,

[Your Name]

[Your Position]

[Your Company]