

Letter Template for Negotiating Shipping Expenses

Sender Name
Sender Address
City, State, Zip Code
Email Address
Phone Number
Date

Recipient Name
Recipient Company Name
Recipient Address
City, State, Zip Code

Dear [Recipient Name],

I hope this message finds you well. I am writing to discuss our current shipping expenses associated with our orders and to explore potential adjustments that could be beneficial for both parties.

Over the past few months, we have noticed that shipping costs have increased significantly. As we strive to maintain a competitive edge in the market, controlling these expenses is crucial for our operations.

We value our partnership and are committed to continuing our business relationship with you. Therefore, I would like to propose a discussion regarding the possibility of negotiating shipping costs. I believe that by working together, we can find a solution that reduces costs for us while still ensuring efficient delivery for your services.

I suggest we schedule a call or meeting at your earliest convenience to discuss this matter in detail. Your insights would be greatly appreciated, and I am hopeful that we can come to a mutually beneficial agreement.

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

Best regards,

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