

Transportation Cost Negotiation

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Service Provider's Name]
[Service Provider's Position]
[Service Provider's Company Name]
[Service Provider's Address]
[City, State, Zip Code]

Dear [Service Provider's Name],

I hope this message finds you well. I am writing to discuss the current transportation costs associated with our ongoing partnership. As we strive to optimize our logistics expenditures, I believe there may be an opportunity for us to revisit and negotiate the existing rates.

Over the past few months, we have appreciated the quality of service provided by [Service Provider's Company]. However, due to market fluctuations and budget constraints, we are seeking adjustments to the transportation fees.

We value our relationship and are committed to continuing our collaboration. Therefore, I would like to propose a meeting where we can discuss potential adjustments to the pricing structure, taking into account the volumes we expect to maintain in the upcoming period.

Thank you for considering our request. I am looking forward to your response and hope to find a mutually beneficial solution.

Sincerely,

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