

Request for Reduction in Freight Fees

Date: [Insert Date]

[Vendor's Name]

[Vendor's Address]

[City, State, Zip Code]

Dear [Vendor's Name],

I hope this message finds you well. I am writing to discuss the freight fees associated with our recent shipments. Given our ongoing partnership and the volume of business we conduct together, I would like to formally request a review of the freight fees currently being charged.

As you are aware, the shipping costs have become a significant part of our overall expenses. We value our collaboration and believe that a reduction in these fees would help us maintain and possibly increase our order volumes in the future.

I would appreciate the opportunity to discuss this matter further and explore any potential adjustments that could be made. Thank you for considering this request, and I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]