

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Vendor Name]

[Vendor Contact Name]

[Vendor Company Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Contact Name],

I hope this message finds you well. I am writing to discuss the current logistics charges associated with our partnership. As we continuously strive for operational efficiency and cost-effectiveness, it is important for us to revisit our agreement and evaluate the existing charges.

Given the changing market conditions and our growing needs, I believe it would be beneficial for both parties to review our current logistics arrangement. I would appreciate the opportunity to further discuss this matter at your earliest convenience.

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

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]