

Request for Reduction of Transport Service Charges

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally appeal for a reduction in the transport service charges that my organization incurs for [brief explanation of what the transport service is used for].

Over the past several months, we have been facing [insert reason for appeal, e.g., financial difficulties, increased transportation needs]. As a long-standing customer of [Company Name], we have always valued your services and have maintained a positive working relationship.

Given the current situation, I kindly request that you consider granting us a reduction in the transport service charges. This would greatly assist us in managing our budget while continuing to utilize your valuable services.

I appreciate your understanding and consideration of my request. I am willing to discuss this matter further at your convenience. Thank you for your attention to this important issue.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]