

Cost Negotiation for Delivery Services

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Position]

[Recipient Company Name]

[Recipient Company Address]

[City, State, Zip Code]

Subject: Negotiation of Delivery Service Costs

Dear [Recipient Name],

I hope this message finds you well. I am writing to discuss the delivery services we currently utilize from your company. We have greatly appreciated the quality and reliability of your services, but I would like to discuss the possibility of negotiating the current cost structure.

Given our ongoing partnership and the volume of deliveries we handle, I believe that there is an opportunity for us to review the pricing terms to ensure mutual benefit. I would appreciate the chance to discuss various options that could lead to a more favorable agreement for both parties.

Please let me know a convenient time for you to discuss this matter further. I am looking forward to your response and hope to arrive at a suitable arrangement.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]