

Letter to Discuss Adjustment of Transport Fees

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Recipient Name]

[Recipient Position]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to initiate a discussion regarding the adjustment of transport fees associated with our services.

Given the recent changes in fuel prices and operational costs, we believe it is prudent to review the current fees to ensure they reflect the market conditions. We value our partnership and want to maintain a transparent and equitable approach towards our services.

We propose to schedule a meeting to discuss this matter in more detail and explore options that can work for both parties. Please let us know your available dates, and we will do our best to accommodate.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]