

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

## **Subject: Proposal for Revision of Logistics Fees**

Dear [Recipient's Name],

I hope this message finds you well. I am writing to propose a revision of the current logistics fees outlined in our existing contract dated [Contract Date]. After reviewing our operational costs and the evolving market conditions, we believe a reassessment of these fees is warranted.

Our analysis indicates that [briefly explain any reasons such as increased fuel costs, changes in regulations, or other relevant factors]. As a result, we propose the following adjustments:

- Change from [Current Fee Structure] to [Proposed Fee Structure]
- [Additional changes or considerations]

We are confident that these changes will allow us to maintain our high service quality while accommodating the current economic climate. We would appreciate the opportunity to discuss this proposal further at your earliest convenience.

Thank you for considering our request. I look forward to your response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]