

Transportation Fee Reconsideration Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request a reconsideration of the transportation fee that was recently assessed to me for [specific reasons or event].

Due to [explain circumstances or reasons for reconsideration], I believe that a review of my case may warrant a reduction or exemption of the transportation fee. I have attached any relevant documentation to support my request.

I appreciate your time and understanding in this matter, and I look forward to your positive response.

Thank you for considering my request.

Sincerely,

[Your Name]