

Transportation Service Fee Adjustment Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an adjustment to the transportation service fees associated with [specific service or contract] provided by [Company Name].

Due to [brief explanation of the reason for the request, e.g., increased operational costs, changes in service, etc.], I believe it is necessary to review and adjust the current fee structure. This adjustment is essential to maintain the quality and reliability of the services provided.

I kindly ask you to consider the following adjustments:

- [Proposed adjustment 1]

- [Proposed adjustment 2]

- [Proposed adjustment 3]

I appreciate your attention to this matter and would be grateful for an opportunity to discuss this in further detail. Please feel free to contact me at your earliest convenience.

Thank you for your understanding.

Sincerely,

[Your Name]