

Rate Negotiation Request

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Vendor's Name]

[Vendor's Position]

[Vendor's Company]

[Vendor's Address]

[City, State, Zip Code]

Dear [Vendor's Name],

We hope this message finds you well. As one of our valued transportation service vendors, we appreciate the partnership we have developed over the years.

We would like to discuss the current rates and explore the possibility of negotiating terms that could be beneficial for both our organizations. Given the evolving market conditions, we believe a review of our existing agreement could help streamline our operations and enhance our collaboration.

We would appreciate it if we could schedule a meeting at your earliest convenience to discuss this matter in greater detail. Please let us know your available times, and we will do our best to accommodate.

Thank you for your attention to this request. We look forward to your prompt response.

Best regards,

[Your Name]

[Your Position]

[Your Company]