

# Letter of Negotiation for Lower Service Charges

Date: [Insert Date]

To: [Service Provider's Name]

[Service Provider's Address]

Dear [Service Provider's Name],

I hope this message finds you well. I am writing to discuss the service charges we currently incur as part of our agreement for [specific service].

After reviewing our recent invoices and considering our overall budget, I would like to propose a negotiation for lower service charges. [Briefly explain your reasons, e.g., a long-standing relationship, budget constraints, market comparisons].

I believe that with our history of prompt payments and partnership, we can agree on a more favorable rate that would benefit both parties.

Please let me know a convenient time for us to discuss this further. I am confident we can reach an agreement that reflects the value of our relationship.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]