

Date: [Insert Date]

[Logistics Provider's Name]

[Logistics Provider's Address]

Dear [Logistics Provider's Contact Name],

I hope this message finds you well. We have been reviewing our current shipping arrangements and are looking to negotiate our shipping rates for the upcoming contract period.

As you know, our business has seen [mention any relevant changes in volume, frequency, or operational needs], which has prompted us to seek more competitive rates. We value the relationship we have with your company and appreciate the quality of service you provide.

We would like to propose a meeting to discuss potential adjustments to our shipping rates and explore mutually beneficial terms that align with both our company's needs and market standards.

Please let us know your availability for a meeting, and we look forward to your positive response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]