

Shipping Rate Negotiation Letter

[Your Name]

[Your Business Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Shipping Company Name]

[Shipping Company Address]

[City, State, ZIP Code]

Subject: Negotiation of Shipping Rates

Dear [Shipping Company Contact Name],

I hope this message finds you well. I am writing to discuss our current shipping rates and explore the possibility of renegotiating the terms to better suit the needs of my business, [Your Business Name].

As a small business, shipping costs significantly impact our overall expenses. We greatly appreciate the services your company provides, but we are seeking a more competitive rate that could help us continue to use your services while maintaining our profitability.

We currently ship approximately [number of shipments] orders monthly, with an average package weight of [average weight]. We believe that a review of our shipping contract might reveal opportunities for cost savings that benefit both parties.

I would appreciate the opportunity to discuss this matter further. Please let me know a convenient time for us to connect, or if you could provide a revised proposal based on our shipping needs.

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

Sincerely,

[Your Name]

[Your Title]

[Your Business Name]