

Freight Quota Request for Reduced Rates

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

Dear [Recipient's Name],

I hope this message finds you well. We are writing to formally request a reduced freight rate for our upcoming shipments in light of our longstanding partnership with [Company Name].

Due to [brief explanation of the reason, e.g., increased volume, seasonal changes, etc.], we believe that a revised rate structure will be mutually beneficial and contribute to our continued collaboration.

We appreciate your consideration of this request and look forward to your favorable response. Please let us know if you require any further details or discussion on this matter.

Thank you for your attention to this request.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]