

# Logistics Service Terms Adjustment

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Recipient Name]

[Recipient Company Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We hope this message finds you well. We are writing to inform you of necessary adjustments to the terms of our logistics services, effective [insert effective date].

The following adjustments will take place:

- Adjustment 1: [Description]
- Adjustment 2: [Description]
- Adjustment 3: [Description]

We believe these changes will enhance our service delivery and ensure a more efficient logistics operation. If you have any questions or require further clarification, please do not hesitate to reach out to us.

Thank you for your understanding and continued partnership.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Email Address]

[Your Phone Number]