

# Delivery Cost Review Request

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a review of the delivery costs associated with our recent orders. We have noticed an increase in the delivery charges and would like to better understand the factors contributing to this change.

We value our business relationship and are committed to maintaining effective communication regarding our operational costs. A breakdown of the delivery costs and any relevant factors would be greatly appreciated.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]