

Negotiation Terms for Trucking Capacity

Date: [Insert Date]

To: [Insert Recipient's Name]
[Insert Recipient's Company Name]
[Insert Recipient's Address]
[Insert City, State, Zip Code]

Dear [Insert Recipient's Name],

We appreciate the opportunity to work with you regarding our trucking capacity needs. Below are the proposed terms for our negotiation:

Terms of Agreement

1. **Capacity Requirements:** [Insert number of trucks/trailers required, type of cargo]
2. **Rates:** [Insert proposed rates per mile or per load]
3. **Payment Terms:** [Insert payment schedule, e.g., Net 30 days]
4. **Duration of Agreement:** [Insert duration, e.g., 6 months, 1 year]
5. **Service Levels:** [Insert service expectations, e.g., timeliness, communication standards]
6. **Cancellation Policy:** [Insert cancellation terms and conditions]

We look forward to your feedback on these terms and are eager to finalize an agreement that benefits both parties. Please feel free to contact me at [Insert Your Phone Number] or [Insert Your Email] to discuss this further.

Thank you for your attention to this matter.

Sincerely,

[Insert Your Name]
[Insert Your Job Title]
[Insert Your Company Name]
[Insert Your Address]
[Insert City, State, Zip Code]
[Insert Your Phone Number]
[Insert Your Email]