Mr. James  
Owner  
ABC Transport Company  
West London.

Mr. Green.  
CEO,  
ABC Razor  
West London.

Dated: 18th October 20XX

Subject: Letter for best price

Respected Mr. James,

My name is Green, and I have been in the business of manufacturing razors for the past 10 years. Earlier I was in North London but due to expansion in business, I had to move here to Westwood. I had heard a lot about your transportation company and was interested to take your services for my razor transportation. I had done wide market research and had decided to take your services if things went well between us.

On doing market research I had felt that your company is offering a higher price than the other transporters because you have limited drivers who serve limited routes. Mr. James, I really wish to work with you in the future as you enjoy a very good repute in town but due to the fair prices at the moment, it seems difficult for me to do so.

Through this letter, I intend to request you that if you could take time out of your busy schedule and devise a list of best prices so we can negotiate over them and take a middle way that suits both of us. I assure you that your company will never regret working with us. Mr. James, you can surely take as much time as you need to think over it and then we can have a meeting at your convenience.

Looking forward to a positive reply from you.

Yours Sincerely,

Mr. Green  
CEO.  
ABC razor.  
West London