

Freight Shipping Terms Clarification

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to clarify the freight shipping terms related to our recent agreement to ensure that both parties are aligned on the expectations and responsibilities involved.

Shipping Terms:

- **Incoterms:** [Specify Incoterms, e.g., FOB, CIF, DAP]
- **Shipping Method:** [Air, Sea, Land]
- **Delivery Timeline:** [Insert timeline]
- **Payment Terms:** [Insert payment terms, e.g., 30 days after invoice]

If you have any questions or require further clarification, please do not hesitate to reach out. I look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]