

Hazardous Materials Shipping Request

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the shipping of hazardous materials as outlined below:

Shipping Details

- **Item Description:** [Insert Description]
- **Quantity:** [Insert Quantity]
- **UN Number:** [Insert UN Number]
- **Class:** [Insert Hazard Class]
- **Origin:** [Insert Origin Address]
- **Destination:** [Insert Destination Address]

Please ensure all necessary safety and compliance measures are taken during handling and transport. Attached are the relevant safety data sheets and packaging instructions.

Should you have any questions or require additional information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Address]

[Your Phone Number]

[Your Email Address]