

Logistics Service Inquiry

Date: [Insert Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name] from [Your Company Name], and we are interested in exploring logistics services for our international shipping needs.

We are looking to ship goods from [Origin Country] to [Destination Country]. Specifically, we would like to inquire about the following:

- Shipping rates and options
- Transit times
- Customs clearance procedures
- Tracking services

Could you please provide us with a detailed quote and any additional information that would be helpful for our decision-making process? We are keen to establish a reliable partnership for our logistics needs.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]