

# Logistics Service Request

Date: [Insert Date]

To: [Logistics Company Name]

Address: [Company Address]

Contact: [Company Contact Information]

Dear [Recipient's Name],

I hope this message finds you well. We are reaching out to request customized shipping services for our upcoming logistics needs. Below are the details of our requirements:

## Shipping Requirements

- Origin: [Origin Location]
- Destination: [Destination Location]
- Package Dimensions: [Dimensions]
- Weight: [Weight]
- Type of Goods: [Description of Goods]
- Special Handling Instructions: [Instructions]
- Pickup Date: [Pickup Date]
- Delivery Date: [Delivery Date]

We would appreciate it if you could provide us with a quote for the above services. If you need any further information to prepare the quotation, please do not hesitate to contact us.

Thank you for your assistance, and we look forward to hearing from you soon.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]