

Logistics Service Request for Delivery Timeframes

From: [Your Name]

Company: [Your Company Name]

Email: [Your Email Address]

Phone: [Your Phone Number]

Date: [Current Date]

To: [Logistics Company Name]

Attention: [Contact Person's Name]

Address: [Logistics Company Address]

Subject: Request for Delivery Timeframes

Dear [Contact Person's Name],

I hope this message finds you well. I am writing to request information regarding the delivery timeframes for our upcoming shipments with [Logistics Company Name].

Please provide the estimated delivery times for the following shipments:

- **Shipment 1:** [Description/Details]
- **Shipment 2:** [Description/Details]
- **Shipment 3:** [Description/Details]

It is crucial for us to align our operations accordingly, so timely information would be greatly appreciated. If you require any further details to assist in this request, please do not hesitate to reach out.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]