

Logistics Service Request

Date: [Insert Date]

To: [Logistics Company Name]

From: [Your Company Name]

Address: [Your Company Address]

Email: [Your Email Address]

Phone: [Your Phone Number]

Subject: Request for Shipping Options

Dear [Logistics Provider's Name],

I hope this message finds you well. We are looking to explore shipping options for our upcoming deliveries and would appreciate your assistance.

Details of the shipment are as follows:

- Origin: [Origin Location]
- Destination: [Destination Location]
- Weight: [Weight of Shipment]
- Dimensions: [Dimensions of Shipment]
- Preferred Shipping Dates: [Preferred Shipping Dates]
- Additional Instructions: [Any Special Instructions]

Could you please provide us with the various shipping options available, including costs and estimated delivery times? We are looking for both standard and expedited services.

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

Best regards,

[Your Name]

[Your Position]

[Your Company Name]