

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the logistics costs associated with your services. We are currently reviewing our options for transporting goods and would like to gather detailed information regarding your pricing structure.

Specifically, we are interested in:

- The rates for different shipping options
- Any additional fees that may apply
- Estimated delivery timelines
- Volume discounts for large shipments

We appreciate your prompt response as we aim to make a decision soon. Thank you for your assistance.

Best regards,

[Your Name]

[Your Job Title]

[Your Company Name]