

# Parcel Shipping Quote Request

Date: [Insert Date]

To: [Shipping Company Name]

Address: [Shipping Company Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a shipping quote for a parcel that I am planning to send.

## Details of the shipment:

- **Weight:** [Insert Weight]
- **Dimensions:** [Insert Dimensions]
- **Destination:** [Insert Destination]
- **Pickup Location:** [Insert Pickup Location]
- **Preferred Shipping Method:** [Insert Shipping Method]

Could you please provide me with a quote including all applicable fees and delivery times? If you need any additional information, feel free to contact me at [Your Phone Number] or [Your Email Address].

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

Sincerely,

[Your Name]

[Your Company Name or Address]

[Your Phone Number]

[Your Email Address]