

Shipping Cost Inquiry

Date: [Insert Date]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the shipping costs for our upcoming shipment. We are interested in shipping the following items:

- Item 1: [Description] - Quantity: [Quantity]
- Item 2: [Description] - Quantity: [Quantity]
- Item 3: [Description] - Quantity: [Quantity]

Please provide us with the following information:

- Estimated shipping costs
- Delivery timeframes
- Any additional fees or charges

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

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]