

# Shipping Proposal Request

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company Name]

Address: [Recipient's Address]

Email: [Recipient's Email]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a shipping proposal for our upcoming project involving [briefly describe the project or items to be shipped]. We are looking for a reliable shipping partner who can meet our requirements effectively.

Here are the details of the shipment:

- Origin: [Origin Location]
- Destination: [Destination Location]
- Estimated weight: [Weight Description]
- Estimated volume: [Volume Description]
- Preferred shipping method: [Air/Sea/Land]
- Proposed shipping dates: [Shipping Dates]

We would appreciate it if you could provide us with a detailed shipping proposal, including costs, timelines, and any other relevant information by [deadline for proposal submission].

Thank you for considering our request. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]