

Shipping Rate Request

Date: [Insert Date]

To: [Shipping Company Name]

Address: [Shipping Company Address]

From: [Your Name]

Address: [Your Address]

Email: [Your Email]

Phone: [Your Phone Number]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a shipping rate for the following shipment details:

- **Shipment Origin:** [Origin Address]
- **Shipment Destination:** [Destination Address]
- **Package Weight:** [Weight]
- **Package Dimensions:** [Dimensions]
- **Shipping Method:** [Air/Sea/Road]
- **Preferred Delivery Time:** [Timeframe]

Could you please provide the shipping rates and any additional charges that may apply? I would appreciate a prompt response as I need to make a decision soon.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Company Name]