

Export Shipping Request

Date: [Insert Date]

To: [Freight Forwarder's Name]
[Freight Forwarding Company Name]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

Dear [Freight Forwarder's Name],

I am writing to formally request your services for the export shipping of our goods.

Details of Export:

- **Shipment Reference Number:** [Insert Shipment Reference Number]
- **Description of Goods:** [Brief Description of Goods]
- **Quantity:** [Quantity]
- **Weight:** [Weight]
- **Dimensions:** [Dimensions]
- **Destination:** [Shipping Destination]
- **Preferred Shipping Date:** [Insert Preferred Date]

Please confirm the shipping arrangements and provide any necessary documentation required for the process. Should you need any further information, feel free to contact me at your earliest convenience.

Thank you for your assistance.

Sincerely,

[Your Name]
[Your Job Title]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]