

# Shipping Quote Inquiry

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 inquire about a shipping quote for an upcoming shipment.

Details of the shipment are as follows:

- **Origin:** [Origin Location]
- **Destination:** [Destination Location]
- **Weight:** [Weight of the Shipment]
- **Dimensions:** [Dimensions of the Shipment]
- **Type of Goods:** [Description of Goods]

Could you please provide me with a shipping quote and any additional information I may need regarding the shipping process?

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

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]