

Subject: Follow-Up on Shipping Quote Request

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on my previous request for a shipping quote sent on [Date of Previous Request]. We are eager to finalize our shipping arrangements and would appreciate your timely response.

If you need any further details or clarification regarding our shipping requirements, please let me know. We are looking forward to your prompt reply with the quote.

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]