

Shipping Costs Breakdown

Date: [Insert Date]

To: [Recipient Name]

[Recipient Address]

Dear [Recipient Name],

Please find below the detailed breakdown of the shipping costs associated with your recent order:

Description	Cost
Base Shipping Fee	[\$Amount]
Weight Surcharge	[\$Amount]
Distance Charge	[\$Amount]
Handling Fee	[\$Amount]
Total Shipping Cost	[\$Total Amount]

If you have any questions regarding the charges or your order, please do not hesitate to contact us.

Thank you for your business!

Sincerely,

[Your Name]

[Your Position]

[Your Company]