

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Recipient Position]

[Recipient Company Name]

[Recipient Company Address]

[City, State, Zip Code]

Subject: Proposal for Bulk Shipment Date

Dear [Recipient Name],

I hope this message finds you well. I am writing to propose a shipment date for our upcoming bulk order of [Product/Item]. Given the current schedule and logistics, I suggest we aim for a shipment date of [Proposed Shipment Date].

This timeline will allow us to meet our production goals and ensure timely delivery to your location. Please let me know if this date works for your team or if there are any adjustments needed.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]