

# Bulk Shipment Request

Date: [Insert Date]

To: [Shipping Company Name]

Attention: [Contact Person's Name]

Dear [Contact Person's Name],

We would like to request the scheduling of a bulk shipment for our recent order, which consists of the following items:

- Item 1: [Description] - Quantity: [Quantity]
- Item 2: [Description] - Quantity: [Quantity]
- Item 3: [Description] - Quantity: [Quantity]

The shipment is scheduled to depart from [Origin Location] and needs to arrive at [Destination Location] by [Desired Delivery Date].

Please confirm the scheduling at your earliest convenience. If you require any additional information, feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[Your Phone Number]

[Your Email Address]