

Request for Shipping Data

Date: [Insert Date]

To: [Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. As part of our financial reporting process, we are currently in need of detailed shipping data for the past [insert timeframe]. This information is crucial for our accurate financial assessment and reporting.

Specifically, we would appreciate it if you could provide the following data:

- Total number of shipments
- Shipping costs per shipment
- Dates of shipment
- Destinations of shipments
- Any discrepancies or issues reported during shipment

We would be grateful if you could send this information by [insert deadline date], if possible. Your assistance in this matter is greatly appreciated.

Thank you for your attention to this request. If you have any questions or require further clarification, please do not hesitate to contact me.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]