

# Shipping History Request

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Position]

[Recipient Company Name]

[Recipient Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to request a detailed shipping history for our corporate records. The shipping history should cover the period from [Start Date] to [End Date] and include the following details:

- Shipping dates
- Tracking numbers
- Contents of shipments
- Shipping methods used
- Receiving parties

This information is crucial for maintaining our records and ensuring compliance with our internal policies. We appreciate your cooperation and assistance in this matter.

Please let me know if there are any forms or procedures we need to complete to facilitate this request. I look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]