

# Request for Corporate Shipping Account Assistance

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Shipping Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request assistance with our corporate shipping account [Account Number or Reference]. We have encountered some issues that require your expertise to resolve.

Specifically, we are experiencing [brief description of the issue or request]. In order to continue our operations smoothly, we would greatly appreciate your prompt attention to this matter.

Thank you for your assistance. Please feel free to contact me directly at [Your Phone Number] or [Your Email Address] for any further information or clarification.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]