

Shipping Account Confirmation Request

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, ZIP Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company Name]

[Recipient's Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request confirmation of our corporate shipping account with [Shipping Company Name]. We would like to ensure that all necessary information is up-to-date and that our account is active for upcoming shipments.

Please let us know if there are any forms or additional details you require from our end to proceed with this confirmation.

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

Best regards,

[Your Name]

[Your Position]

[Your Company Name]