

Corporate Shipping Account Inquiry

Date: [Insert Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to inquire about our corporate shipping account details associated with [Your Company Name]. We would like to confirm the current status of our account, including any outstanding balances and specific shipping rates applicable to our account.

Additionally, if there have been any recent updates to your shipping policies or processes, please do inform us. Keeping our records updated is crucial for our planning and logistics operations.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]