

# Request for Shipping Account Information

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Shipping Company Name]

[Shipping Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to request information regarding the establishment of a corporate shipping account with [Shipping Company Name]. Our company, [Your Company Name], would like to explore the options available for shipping services to support our business operations.

Specifically, we would appreciate details on the following:

- Account setup process
- Shipping rates and fees
- Available shipping options and services
- Terms and conditions of the shipping account

We are eager to establish a partnership with [Shipping Company Name] and utilize your services for our shipping needs. Please feel free to reach us at [Your Phone Number] or [Your Email Address] should you require any additional information.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]