

[Your Name]
[Your Position]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Position]
[Shipping Company Name]
[Shipping Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to inquire about the current status of our corporate shipping account with [Shipping Company Name]. We would like to confirm that our account is active and in good standing, as well as to obtain any recent updates regarding our shipping arrangements.

Our account number is [Account Number]. We would appreciate it if you could provide us with information regarding any pending invoices, shipping limits, or any changes in terms that may affect our account.

Should you need any further information to assist with this inquiry, please do not hesitate to reach out. We look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,
[Your Name]
[Your Position]
[Your Company Name]