

Corporate Shipping Account Usage Inquiry

Date: [Insert Date]

To: [Recipient Name]

[Recipient Position]

[Company Name]

[Company Address]

Dear [Recipient Name],

I hope this message finds you well. I am writing to inquire about the usage of our corporate shipping account associated with [Account Number/Name].

We would like to request a detailed statement of our shipping activities for the past [insert time frame] to better understand our shipping patterns and expenses.

Additionally, if there are any updates or changes to the terms and conditions of our account, please inform us accordingly.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]