

Special Packaging Request

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request special packaging for our upcoming order of [Product Name or Description]. Given the nature of the items, we would like to ensure they are packaged securely to avoid any damage during transit.

Please consider the following specific requirements for the packaging:

- Use of moisture-resistant materials
- Padded interiors for fragile items
- Labeling for fragile handling
- Custom dimensions to fit our items perfectly

We appreciate your attention to this request and would be grateful if you could confirm whether this can be accommodated. If you need any further details or specifications, please do not hesitate to contact me.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]