

Logistics Services Inquiry

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Position]

[Recipient Company Name]

[Recipient Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to inquire about your logistics services as we are currently seeking partners for an upcoming contract negotiation.

As our company is expanding, we are exploring logistics solutions that can meet our growing needs, including but not limited to transportation, warehousing, and supply chain management. We would appreciate it if you could provide us with information regarding your service offerings, pricing, and any available case studies or references.

We are aiming to finalize our logistics partner by [insert deadline], and we would like to set up a meeting to discuss this in detail. Please let us know your availability in the coming weeks.

Thank you for considering our inquiry. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]