

# **Inquiry for Import-Export Pricing and Terms**

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

[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 the pricing and terms associated with the import and export services your company provides. We are considering expanding our business operations and would like to gather more information on the following:

- Pricing structures for international shipping.
- Minimum order quantities.
- Payment terms and options.
- Estimated delivery times for various regions.
- Any applicable tariffs or customs fees.

We are looking to establish a reliable partnership, and understanding these details will greatly assist us in our decision-making process. Please let us know if you require any additional information from our side.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]