

Request for Import-Export Shipping and Logistics Information

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Recipient Name]

[Recipient Position]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to request detailed information regarding your import-export shipping and logistics services.

We are currently evaluating logistics providers for our upcoming international shipments and would appreciate your expertise in the following areas:

- Shipping rates and services
- Transit times for various destinations
- Customs clearance processes and requirements

- Insurance options available
- Tracking and reporting systems

We believe that your company's capabilities align well with our needs, and we look forward to potentially collaborating with you.

Thank you for your attention to this matter. I would appreciate a prompt response so we can make an informed decision.

Sincerely,

[Your Name]

[Your Position]

[Your Company]