

Transportation Service Inquiry

Date: [Insert Date]

To: [Insert Company Name]

Address: [Insert Company Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about your international shipping services for an upcoming project that requires transportation of goods from [Origin Location] to [Destination Location].

Specifically, I would like to know the following:

- Shipping rates and payment terms
- Estimated transit times
- Available shipping methods
- Insurance options for the cargo
- Customs clearance services

We expect to ship approximately [Insert Weight/Volume] of goods and would appreciate any information on your policies regarding international shipping documentation and tracking.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]