

Pickup Request for Large Shipment

Date: [Insert Date]

To: [Transportation Service Provider Name]

Address: [Transportation Service Provider Address]

Dear [Service Provider Contact Name],

We are writing to request transportation services for a large shipment that needs to be picked up from our facility. Below are the details of the shipment:

- **Pickup Location:** [Pickup Address]
- **Pickup Date:** [Preferred Pickup Date]
- **Shipment Description:** [Description of Items]
- **Estimated Weight:** [Weight of Shipment]
- **Special Requirements:** [Any Special Handling Requirements]

Please confirm your availability for the requested date and provide us with a quote for the service. If you have any questions or need further information, feel free to contact me directly at [Your Phone Number] or [Your Email Address].

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]