

Transportation Service Moving Facilitation Request

Date: [Insert Date]

To: [Transportation Service Provider's Name]

[Transportation Service Provider's Address]

[City, State, Zip Code]

Dear [Transportation Service Provider's Name],

I am writing to formally request your transportation services for an upcoming move. We will be relocating from [Current Address] to [New Address] on [Moving Date].

The details of the move are as follows:

- Type of items to be moved: [e.g., furniture, appliances, boxes]
- Estimated volume: [e.g., number of boxes, cubic feet]
- Preferred time of pick-up: [e.g., morning, afternoon]
- Any special instructions: [e.g., fragile items, heavy lifting]

Could you please provide me with a quote for your services, including any additional fees that may apply? If possible, I would like to schedule a time for an assessment of the items to be moved.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Contact Information]

[Your Address]