

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about your international shipping rates for my business needs. We are considering shipping products to [insert destination country/countries] and would like to understand your pricing structure.

Could you please provide the following information:

- Shipping rates for various weight categories
- Transit times for delivery
- Any additional fees that may apply
- Available shipping options

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

Sincerely,

[Your Name]