

# Freight Quota Request

Date: [Insert Date]

[Your Name]  
[Your Position]  
[Your Company Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Recipient Name]  
[Recipient Position]  
[Recipient Company Name]  
[Recipient Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request a freight quota for our upcoming international transport needs. We aim to ship [insert details about goods, weight, volume] from [origin] to [destination] on [insert shipment date].

In order to finalize our planning, we would appreciate your prompt response with the available quotas and rates, as well as any other necessary information to ensure a smooth shipping process.

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

Warm regards,

[Your Name]  
[Your Position]  
[Your Company Name]