

# Freight Quota Request for Returning Shipments

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Company]

[Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a freight quota for the upcoming return shipments scheduled from [Origin Location] to [Destination Location]. As we are making arrangements to return items from our inventory, we would like to understand the shipping costs involved.

The details of the shipments are as follows:

- Item Description: [Description of Items]
- Quantity: [Number of Items]
- Weight: [Total Weight]
- Desired Shipping Date: [Shipping Date]

We are looking for competitive freight rates that can accommodate our needs and ensure timely delivery. If you could provide the quotes along with any available options for different shipping methods, it would be greatly appreciated.

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

Best regards,

[Your Name]

[Your Job Title]

[Your Company]

[Your Contact Information]