

# Freight Quota Request for Seasonal Goods

Date: [Insert Date]

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

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

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request a freight quota for seasonal goods that we plan to import during the upcoming [insert season, e.g., holiday season, summer, etc.].

Due to the high demand for these products, it is essential for us to secure a favorable freight rate. We anticipate importing approximately [insert quantity] of [insert product details] and would appreciate your assistance in providing a freight quota.

We value our partnership with [Recipient Company Name] and believe that establishing this quota will benefit both parties as we navigate this busy season.

Thank you for considering our request. I look forward to your prompt response.

Sincerely,

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