

Freight Quota Request for Special Handling Items

Date: [Insert Date]

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

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

Dear [Recipient's Name],

I am writing to request a freight quota for special handling items that we plan to ship shortly. Due to the nature of the items, we require special care during transportation to ensure their safety and integrity.

The details of the shipment are as follows:

- Item Description: [Insert Item Description]
- Quantity: [Insert Quantity]
- Weight: [Insert Weight]
- Dimensions: [Insert Dimensions]
- Shipping Date: [Insert Shipping Date]
- Destination: [Insert Destination]

We would appreciate your prompt response to this request, as it will help us in our planning and coordination of the shipment.

Thank you for your attention to this matter. Should you require any additional information, please do not hesitate to reach out.

Sincerely,

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