

Logistics Charge Inquiry

Date: [Insert Date]

To: [Recipient Name]

[Recipient Company]

[Recipient Address]

Dear [Recipient Name],

I hope this message finds you well. I am writing to inquire about the logistics charges associated with our upcoming shipment scheduled for [Insert Shipment Date]. We would like to clarify the following details:

- Shipping Rates: [Specific Information Needed]
- Additional Fees: [Specific Information Needed]
- Payment Terms: [Specific Information Needed]

Understanding these charges will greatly assist us in our budgeting process. Please provide us with the necessary details at your earliest convenience.

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

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]