

Inquiry for Freight Forwarding Services

Date: [Insert Date]

To: [Freight Forwarding Company Name]

Address: [Company Address]

Dear [Contact Name],

I hope this message finds you well. My name is [Your Name] and I represent [Your Company Name]. We are currently looking for reliable freight forwarding services for our business.

Details of our requirements are as follows:

- Origin: [City/Country]
- Destination: [City/Country]
- Type of Cargo: [Description of Cargo]
- Estimated Volume/Weight: [Volume/Weight]
- Preferred Shipping Method: [Air/Sea/Road]
- Frequency: [One-time/Weekly/Monthly]

We would appreciate it if you could provide us with your service offerings and pricing details at your earliest convenience.

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

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Phone Number]

[Your Email Address]