

# Request for Maritime Transport Capacity

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Position]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request maritime transport capacity for our upcoming shipping needs. We are planning to transport [specify cargo details] from [origin port] to [destination port] and require capacity for approximately [insert quantity] [insert unit].

The anticipated shipping period is from [start date] to [end date]. We would like to know the available options, including vessel types, schedules, and rates for this transport requirement.

We appreciate your assistance and look forward to your prompt response to facilitate our logistics planning.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]