

Logistics Service Availability Inquiry

Date: [Insert Date]

To: [Logistics Company Name]

From: [Your Name]

Company: [Your Company Name]

Email: [Your Email]

Phone: [Your Phone Number]

Dear [Logistics Company Contact Name],

I hope this message finds you well. I am writing to inquire about the availability of your logistics services for our upcoming shipment needs. We are planning to [briefly describe the shipment details, e.g., transport goods from location A to location B] and are interested in understanding your capabilities and service options.

Specifically, we would like to know:

- What services do you currently offer for our shipping needs?
- Are there any specific requirements we should be aware of?
- What are your pricing structures and estimated delivery times?

We would appreciate your prompt response so that we can make informed decisions for our logistics planning. Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]