

International Relocation Services Request

Date: [Insert Date]

To,

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to request information regarding your international relocation services, as I am planning to relocate from [Current Location] to [Destination].

Specifically, I would like to inquire about the following services:

- Full packing and unpacking services
- Customs clearance assistance
- Transportation options and timelines
- Storage solutions, if needed
- Insurance options for my belongings

Please provide me with a detailed quote and any additional information that may assist me in making my decision. I would appreciate a prompt response, as I am looking to finalize my arrangements soon.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]