

Quotation Request Letter for International Shipping Services

[Your Company Letterhead]
[Your Name]
[Your Position]
[Company Name]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

To:

[Recipient's Name or "Sales Department"]
[Shipping Company Name]
[Company Address]
[City, Country, Zip Code]

Subject: Request for Quotation â€“ International Shipping Services

Dear [Recipient's Name / Sir or Madam],

I am writing to request a quotation for international shipping services for an upcoming shipment from [Origin City, Country] to [Destination City, Country]. We are interested in obtaining detailed information regarding your shipping solutions, costs, terms, and transit times.

Shipment Details:

- **Description of Goods:** [Brief description of items to be shipped]
- **Quantity:** [Number of items/units]
- **Total Weight:** [Total weight in kg/lbs]
- **Total Dimensions:** [L x W x H, in cm/inches/meters]
- **Preferred Mode of Transport:** [Air/Sea/Land]
- **Required Delivery Timeframe:** [Number of days/weeks]
- **Pickup Address:** [Complete address]
- **Delivery Address:** [Complete address]
- **Any special handling or documentation requirements:** [If applicable, e.g., hazardous materials]

Kindly provide your best quotation including the following information:

- Freight charges and a breakdown of other applicable fees and surcharges
- Estimated transit times
- Insurance options
- Customs clearance and any included documentation services
- Payment terms and conditions
- Any additional services or value-added options available

If you require any further information to provide an accurate quotation, please do not hesitate to contact me at [your phone number] or [your email address].

We look forward to your prompt response so we may proceed accordingly.

Thank you very much for your attention and cooperation.

Sincerely,
[Your Name]
[Your Position]
[Company Name]