

Inquiry Letter Sample for Supplier Information on Shipping and Delivery

This **inquiry letter sample for supplier information on shipping and delivery** serves as a professional template to request detailed information about shipping schedules, delivery timelines, and logistics procedures from a supplier. It ensures clear communication regarding order processing, shipment tracking, and delivery expectations, helping businesses coordinate supply chain activities efficiently and avoid delays in receiving goods.

[Your Name]
[Your Job Title]
[Your Company Name]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Supplier Name]
[Supplier Contact Person]
[Supplier Company Name]
[Supplier Address]
[City, State, Zip Code]

Subject: Inquiry Regarding Shipping and Delivery Information

Dear [Supplier Contact Person],

I hope this message finds you well. We appreciate your partnership and are looking forward to continuing our successful business relationship.

We are in the process of planning for our upcoming orders and would like to request detailed information regarding your shipping and delivery procedures. Specifically, we would appreciate if you could provide the following information:

- Estimated shipping schedules and delivery timelines for orders placed this month
- Details on available shipping methods and carriers
- Order processing times and lead times
- Tracking options and documentation provided with shipments
- Any applicable shipping charges or additional fees
- Procedures to be followed in case of delays or damaged goods during delivery

Having this information will help us coordinate our supply chain activities more efficiently and ensure timely receipt of goods. Please let us know if you require any additional details regarding our expected order quantities or delivery locations.

Thank you in advance for your prompt response. We look forward to your reply.

Sincerely,
[Your Name]
[Your Job Title]
[Your Company Name]