

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

[Supplier/Shipping Company Name]  
[Contact Person, if known]  
[Company Address]  
[City, State, ZIP Code]

Subject: Inquiry Regarding Shipping Information

Dear [Contact Person/To Whom It May Concern],

I am writing to request detailed information regarding the shipping of our upcoming order ([Order Number], if applicable). We would appreciate your prompt responses to the following questions to help us coordinate our internal logistics effectively:

- What are the estimated dispatch and delivery dates for this shipment?
- Please provide details about available shipping methods and associated costs.
- Will a tracking option be provided? If so, how can we access the tracking information?
- Could you outline your standard packaging methods, especially for fragile or sensitive items?
- Are there any additional requirements or documentation needed from our side?

Your timely response will help us ensure a smooth and efficient delivery process. Please let us know if you need any further information from our end.

Thank you for your assistance.

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