

Sample Business Inquiry Letter to Logistics Company

(Your Company Letterhead or Contact Information)

(Date)

(Recipient Name)

(Title/Position, if known)

(Logistics Company Name)

(Company Address)

(City, State, ZIP Code)

Dear (Recipient Name or "Sir/Madam"),

I am writing on behalf of **(Your Company Name)** to inquire about your logistics and transportation services for our growing business operations. We are currently exploring efficient and reliable partners to manage our supply chain and ensure timely delivery of goods to our clients nationwide/internationally.

Specifically, we are interested in learning more about the following:

- Freight options available (e.g., road, air, sea, rail)
- Estimated delivery timelines for different destinations
- Pricing structure and any applicable volume discounts
- Insurance coverage and risk management practices
- Your experience handling goods similar to ours (provide a brief description, if necessary)
- Availability of tracking systems and customer support services

Please provide us with your company profile, service capabilities, and any brochures or reference materials that can help us assess your suitability as a logistics partner. We would appreciate your prompt response so we can consider your services for our upcoming shipping requirements.

Thank you for your attention. We look forward to the possibility of working with your esteemed company.

Sincerely,

(Your Name)

(Your Title/Position)

(Your Company Name)

(Your Contact Information)