

# Sample Business Letter: Quotation Request for Transportation Services

## [Your Company Letterhead]

[Your Company Name]

[Your Address]

[City, State, ZIP Code]

[Phone Number]

[Email Address]

[Date]

## [Recipient Name]

[Recipient's Position]

[Transportation Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient Name],

Subject: **Request for Quotation for Transportation Services**

We are writing to request a detailed quotation for the transportation of goods from [Origin Location] to [Destination Location]. We expect to ship the following:

- **Type of Cargo:** [Describe cargo, e.g., electronics, perishable goods, machinery]
- **Volume/Quantity:** [Specify quantity, weight, or number of pallets/containers]
- **Preferred Shipping Dates:** [State preferred pick-up and delivery dates]
- **Special Handling Requirements:** [Mention any special handling, e.g., refrigeration, fragile, hazardous, oversized]

Please include the following information in your quotation:

- Service options and pricing
- Estimated transit time
- Insurance coverage details
- Payment terms
- Any additional fees or surcharges
- Contact person for further communication

We would appreciate receiving your quotation by [Reply Deadline Date]. Should you need further information or clarification about our requirements, please do not hesitate to contact me at [Your Email Address] or [Your Phone Number].

Thank you for your prompt attention to our request. We look forward to your detailed proposal, and to the possibility of establishing a mutually productive business relationship.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]