

# Inquiry Letter Sample for Price Quotation: International Shipping

Date: [Insert Date]

To:

[Recipient Name]  
[Position/Title]  
[Shipping Company Name]  
[Company Address]  
[City, Country, ZIP Code]

Subject: Request for Price Quotation â€“ International Shipping Services

Dear [Recipient Name],

I am writing on behalf of [Your Company Name] to request a detailed price quotation for international shipping services. We are currently seeking a reliable logistics partner for transporting goods from [Origin City, Country] to [Destination City, Country].

Please kindly provide a quotation based on the following shipment details:

- **Type of Goods:** [e.g., Electronics, Textiles, Machinery, etc.]
- **Estimated Weight/Volume:** [e.g., 500 kg or 10 cubic meters]
- **Packaging Details:** [e.g., Palletized, Cartons, Loose, etc.]
- **Preferred Shipping Mode:** [e.g., Air Freight, Ocean Freight]
- **Required Delivery Timeline:** [e.g., Within 2 weeks, By specific date]
- **Incoterms:** [e.g., FOB, CIF, DAP]

In addition to your quotation, please include details regarding:

- Available shipping schedules
- Insurance options
- Customs clearance support
- Payment terms and conditions
- Any additional fees or surcharges

Kindly send your complete quotation and related information at your earliest convenience to facilitate our decision-making process. Should you need further details, please contact me at [Your Email Address] or [Your Phone Number].

We look forward to your prompt response, as we are keen to establish a mutually beneficial business relationship.

Sincerely,

[Your Name]  
[Your Position/Title]  
[Your Company Name]  
[Your Company's Contact Information]