

<today>

<company.organization>

<company.address1.>

<company.city>,<company.state> <company.zip>

<salutation>

We have <number> of cartons weighing approximately <weight> which we would like to ship on or about <date> to <destination>.

We would appreciate it if you could advise us as to whether or your not your company would be able to transport this freight and the routing you would suggest.

Items of concern to us would be the directness, speed, and number of transfers involved in the handling of the shipment.

Sincerely,

<name>