

<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>. The commodity being shipped is <classification of item(s)>. A brief description of which follows.

<indented description>

We would appreciate it if you could advise us as to whether or not your company would be able to transport this freight and the rate and commodity number(s) which would be applicable.

We would also be interested in knowing if the items would receive a more economical rate if packaged by item or mixed?

If special packaging or documentation is required for any of these items is required, please inform us of the exact specifications in your reply.

Sincerely,

<name>