<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. If so,
we would appreciate if you would schedule a pick-up for this date
and inform us of the approximate time you would expect to be at
our location.

Sincerely,