

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Courier Company Name]
[Company Address]
[City, State, Zip Code]

Subject: Request for Courier Quotation

Dear [Courier Company Contact Name],

I hope this message finds you well. I am writing to request a quotation for your courier services for the following shipment details:

- Pickup Location: [Pickup Address]
 - Delivery Location: [Delivery Address]
 - Shipment Date: [Requested Date]
 - Package Details: [Description of the package, weight, dimensions, and any special handling requirements]
- Please provide me with the pricing options, estimated delivery times, and any additional fees that may apply.

I appreciate your prompt attention to this request. I look forward to your response.

Thank you.

Sincerely,

[Your Name]
[Your Position, if applicable]
[Your Company Name, if applicable]