

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Courier Service Name]
[Courier Service Address]
[City, State, Zip Code]
Dear [Recipient's Name],

I am writing to inquire about your courier services. I would appreciate it if you could provide me with information on the following:

1. Service options available for both domestic and international deliveries.
2. Pricing for various package sizes and delivery speeds.
3. Tracking capabilities and delivery confirmations.
4. Insurance options for valuable items.
5. Any restrictions on items that can be shipped.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

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