

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

Subject: International Courier Service Request

Dear [Recipient's Name],

I hope this letter finds you well.

I am writing to request your services for an international courier shipment. Below are the details of the package:

- \*\*Sender Information:\*\*

Name: [Your Name]  
Address: [Your Address]  
Phone Number: [Your Phone Number]

- \*\*Receiver Information:\*\*

Name: [Recipient's Name]  
Address: [Recipient's Address]  
Phone Number: [Recipient's Phone Number]  
Country: [Recipient's Country]

- \*\*Package Details:\*\*

Weight: [Weight of the package]  
Dimensions: [Dimensions of the package]  
Contents: [Description of contents]  
Value: [Value of the package]

Please provide me with the shipping options, estimated delivery time, and costs involved. If additional information is needed, feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your assistance.

Sincerely,  
[Your Name]