

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Courier Company Name]
[Courier Company Address]
[City, State, ZIP Code]

Subject: Request for Shipping via Courier

Dear [Courier Company Name/Recipient's Name],
I hope this letter finds you well. I am writing to arrange for the shipment of a package through your courier services. Below are the details regarding the shipment:

****Sender Information:****

Name: [Your Full Name]
Address: [Your Shipping Address]
Contact Number: [Your Phone Number]

****Recipient Information:****

Name: [Recipient's Full Name]
Address: [Recipient's Shipping Address]
Contact Number: [Recipient's Phone Number]

****Package Details:****

Description of Contents: [Brief description of the items being shipped]

Weight: [Weight of the package]

Dimensions: [Dimensions of the package]

Special Instructions: [Any special handling instructions, if applicable]

****Shipping Method:****

Preferred Shipping Method: [Standard/Express/Overnight]

Insurance: [Yes/No]

Please confirm the receipt of this request and provide me with the tracking number once the package has been shipped. Should you require any further information, do not hesitate to contact me.

Thank you for your assistance.

Sincerely,
[Your Name]