

ABC Freight Forwarders Ltd.
1234 Logistics Ave, Suite 100
City Name, State, ZIP Code
Phone: (123) 456-7890
Email: info@abcfreight.com

To,
Mr. John Doe
Procurement Manager
XYZ Importers Co.
5678 Commerce St.
City Name, State, ZIP Code

Date: _____

Subject: Freight Forwarding Quotation

Dear Mr. Doe,

Thank you for your inquiry regarding our freight forwarding services. Please find below our quotation for your recent shipment request:

Description	Details
Origin	_____
Destination	_____
Type of Cargo	_____
Weight/Volume	_____
Mode of Transport	_____
Estimated Transit Time	_____
Total Freight Charges	_____
Other Charges (if any)	_____
Validity of Quotation	_____
Payment Terms	_____

Please note that this quotation is subject to availability at the time of booking and may change due to fluctuation in rates or unforeseen circumstances.

We look forward to the opportunity to serve your logistics requirements. Should you have any questions or need further clarification, feel free to contact us.

Sincerely,

[Your Name]
[Your Designation]

ABC Freight Forwarders Ltd.

(Signature)