**To**

**[The Recipient Name]  
[Address]**

**Subject: A request for courier delivery:**

Dear (mention the name of the recipient),

I am (mention your name) working as (mention your position) in the ABC company. I am writing on behalf of ABC corporate to request you to deliver the items that you intended to ship. We have been working with your company for more than 5 years now and this journey of 5 years has been so pleasant and happy. We have always found you to be very cooperative.

As you are already aware, our company is going through serious financial setbacks due to the current circumstances of a pandemic. We are unable to pay for the construction material that we previously ordered. Therefore, the company has placed a new order with the construction material on a credit basis.

The credit history of our company is suitable to apply for delivery of goods on credit. We have also purchased goods from you so many times on credit and according to the record; we were never late in terms of paying back the money. Yet, we are ready to provide you with the bank statement and some references also so that you can trust us. Kindly let me know if you are ready to make the delivery of the products after reading this request.

I am looking forward to a kind and positive response from your side.

Regards,

Name of the sender