

Logistics Coordination Request for Cross-Border Transportation

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company]

Address: [Recipient's Address]

Email: [Recipient's Email]

Phone: [Recipient's Phone Number]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request coordination of logistics for an upcoming cross-border transportation effort.

Details of the Shipment:

- Shipment Description: [Description of Goods]
- Origin: [Origin Location]
- Destination: [Destination Location]
- Quantity: [Quantity of Goods]
- Preferred Transport Date: [Insert Date]
- Customs Requirements: [Details]

We would greatly appreciate your assistance in facilitating this process to ensure a smooth transit. Please confirm availability and any necessary documentation or procedures we may need to complete prior to shipment.

Thank you for your attention to this matter. I look forward to your prompt response.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[Your Email]

[Your Phone Number]