

Logistics Coordination Request

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Logistics Coordination Request for Distribution Center Operations

Dear [Recipient Name],

I hope this message finds you well. I am writing to request coordination regarding the upcoming logistics operations at our distribution center scheduled for [Insert Date/Time].

As we prepare for this activity, we need to ensure that all necessary resources and personnel are aligned to facilitate a smooth operation. Below are the key points for your review:

- Start Date and Time: [Insert Start Date/Time]
- End Date and Time: [Insert End Date/Time]
- Assigned Personnel: [List Personnel]
- Required Equipment: [List Equipment]
- Specific Deliverables: [List Deliverables]

It is essential that we collaborate closely to account for any potential issues that may arise and to optimize our workflow during this period. Please confirm your availability for a meeting to discuss these matters further.

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

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]