

# Logistics Coordination Request for Event Materials Delivery

Date: [Insert Date]

To: [Logistics Coordinator's Name]

From: [Your Name]

Subject: Request for Delivery of Event Materials

Dear [Logistics Coordinator's Name],

I hope this message finds you well. I am writing to request your assistance with the coordination of logistics regarding the delivery of materials for our upcoming event, [Event Name], scheduled for [Event Date].

Details of the delivery are as follows:

- **Event Date:** [Event Date]
- **Event Location:** [Event Location]
- **Delivery Date:** [Delivery Date]
- **Delivery Time:** [Delivery Time]
- **Materials to be Delivered:** [List of Materials]

Please confirm if the delivery can be arranged as specified. Should you require any further information, feel free to reach out to me at [Your Contact Information].

Thank you for your support in making this event successful.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]