

Freight Scheduling Coordination Request

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request coordination for the scheduling of freight transport for our upcoming shipments. As per our current logistics plan, we anticipate the need for transportation services to facilitate the movement of goods between our facility and [Destination].

Please find the details of the shipment below:

- **Pickup Location:** [Insert Pickup Address]
- **Destination:** [Insert Destination Address]
- **Preferred Pickup Date:** [Insert Date]
- **Total Weight:** [Insert Weight]
- **Shipping Method:** [Insert Method]

We would greatly appreciate your assistance in scheduling this freight as soon as possible to ensure timely delivery. If you require any further information or documents, please do not hesitate to reach out.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]