

# Logistics Coordination Request

Date: [Insert Date]

To: [Logistics Coordinator's Name]

Company: [Logistics Company Name]

Address: [Logistics Company Address]

Dear [Logistics Coordinator's Name],

I hope this message finds you well. I am writing to formally request on-site logistics support for [event/project name] scheduled on [event date]. As we prepare for this event, your assistance will be crucial in ensuring that all logistics are handled efficiently.

We require assistance with the following:

- Delivery and setup of equipment
- Transportation of materials
- Coordination of on-site staff
- Management of inventory during the event

Please confirm your availability for this project and any additional information we may need to provide. We appreciate your support and look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]