

# Supplier Logistics Change Request

**Date:** [Insert Date]

**To:** [Supplier's Name]

**From:** [Your Company Name]

**Subject:** Logistics Change Request

Dear [Supplier's Contact Name],

We are writing to formally request a change in our logistics arrangement regarding our orders. Due to recent developments, we believe adjustments are necessary to improve efficiency and service delivery.

## Details of Change Request:

- **Current Logistics Arrangement:** [Describe current arrangement]
- **Proposed Change:** [Describe proposed change]
- **Reason for Change:** [Explain reason]
- **Effective Date:** [Insert effective date]

We believe this change will benefit both parties and enhance our ongoing relationship. Please review this request and provide us with your feedback or confirmation as soon as possible.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]