

Logistics Arrangement for Purchase Order Fulfillment

Date: [Insert Date]

To:

[Recipient Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

We are pleased to confirm the logistics arrangements for the fulfillment of Purchase Order #[Insert PO Number] placed on [Insert Order Date]. Below are the details for your reference:

Shipping Details

- **Shipping Method:** [Insert Shipping Method]
- **Expected Delivery Date:** [Insert Delivery Date]
- **Shipping Address:** [Insert Shipping Address]

Contact Information

Should you have any questions or require further assistance, please do not hesitate to contact us at:

- **Contact Name:** [Insert Contact Name]
- **Phone:** [Insert Phone Number]
- **Email:** [Insert Email Address]

Thank you for your business. We look forward to continuing our partnership.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]
[Your Phone Number]
[Your Email Address]