

Transportation Coordination for Purchase Order Delivery

Date: [Insert Date]

To: [Recipient Name]

Company: [Recipient Company Name]

Address: [Recipient Address]

Dear [Recipient Name],

We are writing to coordinate the transportation of the items listed in Purchase Order #[Insert PO Number], which is scheduled for delivery on [Insert Delivery Date].

To ensure the smooth and timely delivery of the items, please review the following transportation details:

- **Pickup Location:** [Insert Pickup Location]
- **Contact Person at Pickup:** [Insert Contact Name and Phone Number]
- **Delivery Location:** [Insert Delivery Address]
- **Contact Person at Delivery:** [Insert Contact Name and Phone Number]
- **Expected Delivery Time:** [Insert Expected Delivery Time]

Please confirm the transportation arrangements and let us know if there are any changes or additional information needed.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]