

Heavy Goods Shipment Coordination

Date: [Insert Date]

To: [Recipient Name]

Company: [Recipient Company]

Address: [Recipient Address]

City, State, Zip: [Recipient City, State, Zip]

Dear [Recipient Name],

We are writing to coordinate the shipment of heavy goods scheduled for delivery on [Insert Delivery Date]. Below are the details of the shipment:

Shipment Details

- Shipment ID: [Insert Shipment ID]
- Item Description: [Insert Description of Goods]
- Quantity: [Insert Quantity]
- Weight: [Insert Total Weight]
- Dimensions: [Insert Dimensions]

Delivery Information

- Delivery Address: [Insert Delivery Address]
- Contact Person: [Insert Contact Person]
- Contact Number: [Insert Contact Number]
- Preferred Delivery Time: [Insert Preferred Time]

Please confirm the receipt of this coordination letter and let us know if you require any further details or adjustments.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]