

Heavy Goods Shipment Coordination

Date: [Insert Date]

To: [Recipient Name]

Company: [Recipient Company Name]

Address: [Recipient Address]

Dear [Recipient Name],

We are writing to confirm the details of the upcoming shipment of heavy goods, which is scheduled to take place on [Shipping Date]. This letter serves to coordinate the necessary insurance coverage for the shipment to ensure all parties are adequately protected throughout the transit process.

Shipment Details:

- **Item Description:** [Description of Goods]
- **Quantity:** [Quantity]
- **Weight:** [Total Weight]
- **Dimensions:** [Dimensions]
- **Pick-up Location:** [Pick-up Address]
- **Delivery Location:** [Delivery Address]

We kindly request that you provide a copy of the insurance policy for the shipment by [Deadline Date]. Please ensure that the policy covers loss or damage to the goods during transit.

If you have any questions or need further assistance, feel free to contact me at [Your Phone Number] or [Your Email Address]. We appreciate your cooperation in this matter and look forward to a smooth shipping process.

Thank you.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[Your Company Phone Number]

[Your Company Email Address]