

Heavy Goods Shipment Coordination

Date: [Insert Date]

To: [Vendor's Name]

[Vendor's Company]

[Vendor's Address]

Dear [Vendor's Name],

We are preparing for the shipment of heavy goods as part of our recent order, and we would like to coordinate with you to ensure a smooth process. Below are the details pertaining to this shipment:

Shipment Details

- Order Number: [Insert Order Number]
- Item Description: [Insert Item Description]
- Quantity: [Insert Quantity]
- Pickup Location: [Insert Pickup Location]
- Scheduled Pickup Date: [Insert Date]

Coordination Points

1. Please confirm the pickup date and time.
2. Inform us about any necessary documentation required for shipping.
3. Let us know of any specific handling requirements for the heavy goods.

We aim to ensure the timely and safe delivery of these goods, so your prompt response would be greatly appreciated. Should you have any questions or require further clarification, please do not hesitate to reach out.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]