

Shipping Logistics Confirmation

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

We are pleased to confirm the logistics arrangement for the shipping of heavy items as follows:

- **Item Description:** [Details of the heavy item]
- **Weight:** [Weight of the item]
- **Dimensions:** [Dimensions of the item]
- **Pickup Location:** [Address for pickup]
- **Delivery Location:** [Destination address]
- **Scheduled Pickup Date:** [Date]
- **Estimated Delivery Date:** [Date]

Our team will ensure that all safety protocols are followed during the loading and transportation process to guarantee the integrity of your items.

If you have any questions or special instructions, please do not hesitate to contact us at [Your Phone Number] or [Your Email Address].

Thank you for choosing [Your Company Name] for your shipping needs.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Phone Number]

[Your Email Address]