

# Reserved Shipping Slot Agreement

Date: [Insert Date]

Company Name: [Insert Company Name]

Address: [Insert Address]

Email: [Insert Email]

Phone: [Insert Phone Number]

## To:

[Recipient's Name]

[Recipient's Company Name]

[Recipient's Address]

## Subject: Reserved Shipping Slot Agreement for International Freight

Dear [Recipient's Name],

This letter serves to confirm the reservation of a shipping slot for international freight as per the agreement made on [Insert Date]. The details of the shipment are as follows:

- Shipping Origin: [Insert Origin]
- Shipping Destination: [Insert Destination]
- Scheduled Departure Date: [Insert Date]
- Estimated Arrival Date: [Insert Date]
- Container Size: [Insert Size]
- Type of Cargo: [Insert Cargo Type]
- Special Handling Instructions: [Insert Instructions]

Please acknowledge your acceptance of this reserved slot by signing and returning a copy of this agreement by [Insert Deadline].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Signature]

Accepted by:

[Recipient's Name]

[Recipient's Title]

[Recipient's Company Name]

[Date]