

Logistical Support Requirement Notification

Date: [Insert date]

To: [Vendor Name]

Address: [Vendor Address]

Dear [Vendor Contact Name],

We hope this message finds you well. This letter serves as a formal notification of our logistical support requirements for the upcoming project/event:

Project/Event Name: [Insert Project/Event Name]

Timeline: [Insert Start Date] to [Insert End Date]

Location: [Insert Location]

We kindly request the following logistical support services:

- [Service/Requirement 1]
- [Service/Requirement 2]
- [Service/Requirement 3]

Please confirm your availability for these services and provide us with a quotation at your earliest convenience. Your prompt attention to this matter will be greatly appreciated.

Thank you for your continued partnership.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]