

Request for Vendor Logistical Services

Date: [Insert Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Contact Name],

I hope this message finds you well. We are reaching out to inquire about your logistical services for our upcoming project/event scheduled for [Event Date]. We are seeking a reliable vendor to assist us with transportation, warehousing, and inventory management.

Specifically, we are looking for the following services:

- Transportation of goods from [Location A] to [Location B]
- Storage solutions for [Duration]
- Inventory management before and during the event

Please provide us with your service offerings, pricing details, and availability for the specified dates. We would appreciate receiving this information by [Response Deadline].

Thank you for considering our request. We look forward to the possibility of working together.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]