

Supplier Assistance Inquiry

Date: [Insert Date]

[Supplier Name]

[Supplier Address]

[City, State, Zip Code]

Dear [Supplier Contact Name],

I hope this message finds you well. I am writing to inquire about the logistics support that your team can provide regarding our upcoming shipment.

We are scheduled to receive [describe goods] on [insert date] and would like to discuss the following:

- Estimated delivery timelines
- Transportation options available
- Any potential delays we should be aware of
- Packaging specifications for best handling

Your prompt assistance in this matter would be greatly appreciated as it will help us ensure a smooth operation on our end. Please let me know a convenient time for us to discuss this in detail.

Thank you for your support.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]