

Vendor Logistics Schedule Approval

Date: [Insert Date]

To: [Vendor Name]

From: [Your Company Name]

Subject: Approval of Logistics Schedule

Dear [Vendor Name],

We have reviewed your proposed logistics schedule for the upcoming delivery of [Product/Service]. After careful consideration, we are pleased to inform you that your schedule has been approved.

Details of the approved logistics schedule are as follows:

- **Delivery Date:** [Insert Delivery Date]
- **Time of Delivery:** [Insert Time]
- **Delivery Location:** [Insert Address]
- **Transportation Method:** [Insert Method]

Please ensure all preparations are made to facilitate a smooth delivery process. Should you have any questions or require further clarification, do not hesitate to reach out.

Thank you for your cooperation.

Best Regards,

[Your Name]

[Your Job Title]

[Your Company Name]

[Contact Information]