

# Logistics Service Arrangement Confirmation

Date: [Insert Date]

To:

[Recipient Name]

[Recipient Company Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are pleased to confirm the arrangements for the logistics services as discussed. Below are the details of the services to be provided:

## Service Details

- Service Type: [Insert Type of Service]
- Pickup Location: [Insert Pickup Address]
- Destination: [Insert Destination Address]
- Pickup Date and Time: [Insert Date and Time]
- Estimated Delivery Date: [Insert Date]
- Special Instructions: [Insert any special instructions]

Please feel free to reach out to us if you have any questions or require further information.

Thank you for choosing our logistics services. We look forward to working with you.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]