

Activation Request for Transportation Operations

Date: [Insert Date]

To: [Transportation Department Contact Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Contact Name],

We are writing to formally request the activation of transportation operations for [specific project or need]. Due to [reason for activation request], it is imperative that we proceed with the operations at the earliest convenience.

Details of the requested activation are as follows:

- **Project Name:** [Insert Project Name]
- **Start Date:** [Insert Start Date]
- **End Date:** [Insert End Date]
- **Type of Transportation:** [Insert Type]
- **Number of Vehicles Needed:** [Insert Number]

We appreciate your prompt attention to this request, as it is crucial for the timely execution of our operations. Should you need any further information or clarification, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Company Address]

[Your Company Phone Number]

[Your Company Email Address]