

# Transportation Service Document Submission

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

We are pleased to confirm the commencement of the [Project Name] project. As part of the kickoff process, we are submitting the required transportation service documents for your review and approval. These documents include:

- Transportation Service Agreement
- Insurance Certificates
- Driver and Vehicle Identification
- Safety Protocols Document

We appreciate your prompt attention to this submission. Please let us know if you require any additional information or have any questions.

Looking forward to working together.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]