

Transportation Service Staffing Requirements

Date: [Insert Date]

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip]

Email: [Your Email]

Phone: [Your Phone Number]

To: [Recipient Name]

[Recipient Position]

[Recipient Company Name]

[Recipient Address]

[City, State, Zip]

Subject: Transportation Service Staffing Requirements

Dear [Recipient Name],

I am writing to outline the staffing requirements for our upcoming transportation service project. To ensure a successful operation, we will need the following personnel:

- Drivers: [Number of Drivers] with [Specific Licenses/Qualifications]
- Logistics Coordinators: [Number of Coordinators] with experience in [Specific Area]
- Customer Service Representatives: [Number of Reps] with skills in [Specific Skills]
- Maintenance Staff: [Number of Staff] with expertise in [Specific Maintenance Tasks]

Please confirm your availability to discuss these requirements further and ensure we have the necessary staff to meet our operational needs efficiently.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Company Name]