

# Letter of Procurement for Transportation Service Vehicles

Date: [Insert Date]

To:

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient Name],

We are writing to formally initiate the procurement process for transportation service vehicles for [Your Company/Organization Name]. As part of our commitment to enhancing our logistics capabilities, we are seeking to acquire [number] vehicles that meet our specifications and requirements.

The required specifications are as follows:

- Type of Vehicle: [e.g., Van, Bus, Truck]
- Capacity: [e.g., Seating capacity or load capacity]
- Fuel Type: [e.g., Diesel, Electric]
- Features: [e.g., GPS, air conditioning, safety features]
- Warranty and Service: [e.g., minimum number of years]

We kindly request you to provide us with a detailed proposal including pricing, delivery timelines, and any additional terms and conditions. Please send your proposals by [insert deadline].

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

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization Name]

[Your Contact Information]