

Transportation Service Client Approval

Date: [Insert Date]

To: [Client Name]

Company: [Client Company Name]

Address: [Client Address]

Dear [Client Name],

We are writing to confirm your approval for the urgent delivery services as requested on [Insert Request Date]. As per your instructions, we will ensure that the following items are transported promptly:

- Item 1: [Description and quantity]
- Item 2: [Description and quantity]
- Item 3: [Description and quantity]

The delivery is scheduled for [Insert Delivery Date], and our team will keep you updated throughout the process.

Thank you for choosing our transportation services. If you have any additional instructions or queries, please feel free to contact us at [Insert Contact Information].

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]