

# Logistics Transportation Modification Request

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

I am writing to formally request a modification to our current logistics transportation arrangement regarding [specific details of the arrangement]. Due to [reason for modification], we believe it is necessary to make the following adjustments:

- [Modification 1]
- [Modification 2]
- [Modification 3]

Please let us know your thoughts on this request. We appreciate your attention to this matter and look forward to your prompt response.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]