

Letter of Cargo Delivery Arrangement

Date: [Insert Date]

To,

[Recipient Name]

[Company Name]

[Address]

[City, State, Zip Code]

Subject: Cargo Delivery Arrangement

Dear [Recipient Name],

We are writing to confirm the arrangements for the delivery of cargo as per our previous discussions. Below are the details of the delivery:

Delivery Date: [Insert Delivery Date]

Pickup Location: [Insert Pickup Address]

Delivery Location: [Insert Delivery Address]

Description of Cargo: [Insert Description]

Weight/Volume: [Insert Weight/Volume]

Please ensure that someone is available at the delivery address to receive the cargo. If there are any changes or if you require further information, do not hesitate to contact us at [Your Contact Information].

We appreciate your cooperation and look forward to a smooth delivery process.

Thank you.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]