

Cargo Delivery Request

From: [Your Name]

Company: [Your Company Name]

Address: [Your Address]

Email: [Your Email]

Phone: [Your Phone Number]

Date: [Date]

To: [Recipient's Name]

Company: [Recipient's Company Name]

Address: [Recipient's Address]

Subject: Cargo Delivery Request

Dear [Recipient's Name],

I am writing to formally request the delivery of cargo as per our agreement. The details are as follows:

- **Cargo Description:** [Description of the cargo]
- **Quantity:** [Number of items]
- **Pickup Location:** [Address of pickup]
- **Delivery Location:** [Address of delivery]
- **Preferred Delivery Date:** [Date]

Please confirm the delivery of the above-mentioned cargo at your earliest convenience. If you require any further information, feel free to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]