

# Logistics Fee Explanation Letter

Date: [Insert Date]

To,

[Recipient's Name]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to provide clarity regarding the logistics fees associated with your recent order with us.

The logistics fee is essential to cover various costs involved in the transportation and handling of goods. This fee includes:

1. Transportation costs to ship your order to your specified location.
2. Handling fees for processing your order in our warehouse.
3. Insurance fees to ensure your items are protected during transit.

For your specific order (Order Number: [Insert Order Number]), the total logistics fee is [Insert Amount]. This charge will be reflected in your invoice.

Should you have any further questions or require additional information, please do not hesitate to reach out to us. We appreciate your understanding and look forward to continuing to serve you.

Thank you for your business!

Sincerely,  
[Your Name]  
[Your Position]  
[Your Company Name]  
[Your Contact Information]