

Logistics Arrangement Confirmation

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Recipient's Name]

[Recipient's Company Name]

[Recipient's Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to confirm the logistics arrangements for the upcoming shipment of goods as per our agreement dated [Insert Agreement Date]. Below are the details for your reference:

- **Shipment Contents:** [Details of goods being shipped]
- **Quantity:** [Total quantity]
- **Pickup Location:** [Pickup address]
- **Delivery Location:** [Delivery address]
- **Scheduled Pickup Date:** [Insert Date]
- **Estimated Delivery Date:** [Insert Date]

Please ensure that all necessary documentation is prepared prior to pickup. Should you have any questions or require further information, feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]