

Logistics Coordination Agreement

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Recipient Name]

[Recipient Company Name]

[Recipient Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

This letter serves as a formal agreement regarding the logistics coordination between [Your Company Name] and [Recipient Company Name].

Scope of Agreement

The parties agree to collaborate on the following logistics activities:

- Transportation management
- Inventory control
- Supply chain optimization
- Shipping and receiving coordination

Roles and Responsibilities

Each party's responsibilities are outlined as follows:

- [Your Company Name] will be responsible for [specific responsibilities]
- [Recipient Company Name] will handle [specific responsibilities]

Duration of Agreement

This agreement will commence on [start date] and will continue until [end date], unless terminated by either party with [notice period] written notice.

Confidentiality

Both parties agree to maintain the confidentiality of all proprietary information exchanged during the term of this agreement.

Signatures

By signing below, both parties agree to the terms outlined in this Logistics Coordination Agreement.

[Your Name]

[Your Title]

[Your Company Name]

[Recipient Name]

[Recipient Title]

[Recipient Company Name]

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]