

Logistics Service Appointment Request

Date: [Insert Date]

To: [Service Provider Name]

Address: [Service Provider Address]

Dear [Service Provider Contact Name],

I hope this message finds you well. I am writing to request an appointment for logistics services at our facility located at [Insert Address]. We require assistance with the following:

- Service Type: [Specify Service Type]
- Preferred Appointment Date: [Insert Date]
- Preferred Appointment Time: [Insert Time]

Please confirm your availability for this request. If the proposed date and time are not suitable, we would appreciate your suggestions for alternative timings.

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]