

Letter of Modification for Cargo Shipment

Date: [Insert Date]

From: [Your Company Name]

Address: [Your Company Address]

To: [Recipient Company Name]

Address: [Recipient Company Address]

Subject: Modification of Cargo Shipment - Special Handling Requirements

Dear [Recipient's Name],

We are writing to inform you of a modification regarding our upcoming cargo shipment scheduled for [Insert Shipment Date], with tracking number [Insert Tracking Number]. Due to specific handling requirements, we need to implement special precautions to ensure the safety and security of the cargo.

The special handling requirements are as follows:

- Temperature-controlled environment maintained at [Specify Temperature].
- Fragile items must be labeled and packed with extra cushioning.
- Priority handling to minimize transit time.
- Customs documentation to be prepared in advance.

We kindly ask for your cooperation in adhering to these requirements to facilitate a smooth and safe delivery. Please confirm receipt of this letter and your acknowledgment of the changes by [Insert Response Date].

Thank you for your attention to this matter. Should you have any questions or need further clarification, please do not hesitate to contact us at [Your Contact Information].

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Number]