

Logistics Arrangement for Partner Transport

Date: [Insert Date]

To: [Partner Company Name]

Address: [Partner Company Address]

Dear [Partner's Contact Name],

We are writing to confirm the logistics arrangements for the upcoming transport of goods scheduled for [Insert Date]. Our team is committed to ensuring a smooth and efficient process.

Transport Details:

- Pick-up Location: [Insert Pick-up Location]
- Delivery Location: [Insert Delivery Location]
- Scheduled Pick-up Time: [Insert Time]
- Expected Delivery Time: [Insert Time]
- Contact Person at Pick-up: [Insert Name and Contact Number]
- Contact Person at Delivery: [Insert Name and Contact Number]

Additional Information:

[Include any specific instructions, guidelines, or additional information related to the transport.]

We appreciate your collaboration and look forward to a successful transport. Should you have any questions, please do not hesitate to reach out.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]