

# Enhanced Cargo Handling Requirements

Date: [Insert Date]

To: [Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to inform you of the enhanced cargo handling requirements that will be implemented as of [Effective Date]. These changes are designed to ensure the safety and efficiency of our operations and compliance with regulatory standards.

## **New Requirements:**

- All cargo must be pre-packaged and labeled according to the new specifications.
- Handling personnel must undergo mandatory training on the updated protocols.
- Inspection procedures will be increased to ensure compliance prior to cargo acceptance.
- Documentation must be completed and submitted electronically at least 24 hours prior to arrival.

We appreciate your cooperation in implementing these changes and look forward to successfully continuing our partnership. For any questions or further information, please contact us at [Your Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[Phone Number]

[Email Address]