

Intermodal Transport Coordination Letter

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Company Name]

[Recipient's Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to coordinate intermodal transport services for our upcoming shipment scheduled for [Insert Shipment Date]. In order to ensure a smooth and efficient process through customs, I would like to outline the necessary steps and documentation required.

Please find below the shipping details:

- Shipment Reference: [Insert Reference Number]
- Origin: [Insert Origin Location]
- Destination: [Insert Destination Location]
- Expected Arrival Date: [Insert Arrival Date]
- Cargo Description: [Insert Description]
- Total Weight: [Insert Weight]

To facilitate timely customs clearance, please ensure the following documents are prepared:

- Commercial Invoice
- Packing List

- Bill of Lading
- Any required Certificates of Origin

If you have any specific requirements or queries regarding this shipment, please do not hesitate to reach out directly. Your cooperation in expediting the necessary processes is greatly appreciated.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]