

# Transportation Scheduling Confirmation

Date: [Insert Date]

To: [Supplier Name]

[Supplier Address]

[City, State, Zip Code]

Dear [Supplier Contact Name],

We are writing to confirm the transportation schedule for the upcoming delivery of goods. Below are the details:

- **Pick-Up Date:** [Insert Date]
- **Pick-Up Time:** [Insert Time]
- **Delivery Address:** [Insert Delivery Address]
- **Quantity of Goods:** [Insert Quantity]
- **Special Instructions:** [Insert Any Special Instructions]

Please ensure that all goods are ready for pick-up at the designated time and location. If there are any changes or issues, do not hesitate to contact us at [Your Contact Number] or [Your Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[Your Company Phone Number]

[Your Company Email]