

Logistics Arrangement for Construction Site

Date: [Insert Date]

To: [Recipient's Name]
[Recipient's Position]
[Company Name]
[Company Address]

Dear [Recipient's Name],

We are writing to confirm the logistics arrangements for the upcoming construction project at [Project Location]. To ensure the smooth execution of operations, the following logistics details have been established:

1. Delivery Schedule

All materials and equipment will be delivered on the following dates: [List of Dates].

2. Transportation Details

We will utilize [Type of Vehicles] for transport. The designated route will be [Route Details].

3. Safety Protocols

Please ensure that all safety protocols are followed during deliveries, including [List of Safety Measures].

4. Contact Information

For any inquiries or issues, please contact [Contact Person] at [Contact Number] or [Email Address].

Thank you for your cooperation. We look forward to a successful collaboration on this project.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]
[Your Contact Information]