

Transport Arrangement Notification

Date: [Insert Date]

Dear [Trade Partner's Name],

We would like to inform you about the arrangements we have made for the transport of goods as part of our ongoing partnership. The details are as follows:

Transport Details

- **Departure Date:** [Insert Departure Date]
- **Departure Location:** [Insert Departure Location]
- **Destination:** [Insert Destination]
- **Transport Provider:** [Insert Transport Provider Name]
- **Contact Person:** [Insert Contact Person Name, Phone Number]

If you have any questions regarding this arrangement or need further assistance, please do not hesitate to contact us.

Thank you for your continued partnership.

Best regards,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]