

**Send Logistics Ltd.**

123 Industrial Avenue  
45678 Berlin, Germany

November 21, 2024

Dear Transport Team,

We kindly request the arrangement of transportation for a shipment of electronics from our facility in Berlin, Germany to the destination warehouse located at 42 Rue du Faubourg Saint-Antoine, 75011 Paris, France. The expected loading date is December 1, 2024, with a loading time window between 07:30 and 09:30 AM. The unloading in Paris is scheduled for December 2, 2024, with a time window from 10:00 AM to 12:00 PM.

The shipment consists of 25 pallets, containing sensitive electronic components, with a total weight of 12,500 kg. Please ensure the safe handling of these goods, as they are classified under ADR regulations for transporting hazardous materials, specifically Class 3 (Flammable Liquids).

The transport rate has been agreed upon at €2,500, covering the entire service, including all necessary permits and customs clearance. The loading number for this order is #BE123456, and we expect to receive the transport confirmation by November 26, 2024.

We appreciate your cooperation in ensuring the punctual and secure delivery of this shipment and look forward to a successful partnership.

Best regards,  
Logistics Coordinator

Send Logistics Ltd.