

Finalizing Delivery Location Details

Dear [Recipient's Name],

Thank you for your order with us. We are in the process of finalizing the delivery arrangements and need to confirm the details of the delivery location.

Delivery Address:

[Street Address]

[City, State, Zip Code]

Contact Information:

Name: [Recipient's Name]

Phone Number: [Phone Number]

Preferred Delivery Date and Time:

[Date and Time]

Please confirm if the above details are correct or let us know if there are any changes required.

Thank you for your cooperation.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]