

# Shipping Schedule Compliance

From: [Your Name]

To: [Recipient Name]

Date: [Date]

Dear [Recipient Name],

We are writing to confirm our compliance with the shipping schedule as agreed upon in our previous discussions. Below is the detailed shipping schedule:

Item	Quantity	Shipping Date	Delivery Date
[Item 1]	[Quantity 1]	[Shipping Date 1]	[Delivery Date 1]
[Item 2]	[Quantity 2]	[Shipping Date 2]	[Delivery Date 2]

Please let us know if you require any further information or assistance.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]