

Shipment Particulars Confirmation

To: [Supplier Name]

[Supplier Address]

Date: [Date]

Dear [Supplier Contact Name],

We are writing to confirm the particulars of the upcoming shipment as discussed. Below are the details:

Shipment Details

- **Order Number:** [Order Number]
- **Item Description:** [Item Description]
- **Quantity:** [Quantity]
- **Estimated Ship Date:** [Estimated Ship Date]
- **Delivery Address:** [Delivery Address]

Please review the details and confirm at your earliest convenience. If there are any discrepancies or additional information required, do not hesitate to reach out.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]