

Shipping and Receiving Coordination Letter

Date: [Insert Date]

To: [Recipient Name]

Company: [Recipient Company]

Address: [Recipient Address]

City, State, Zip: [Recipient City, State, Zip]

Dear [Recipient Name],

We are writing to coordinate the shipping and receiving of [Describe Goods/Items] between our organizations. To ensure a smooth process, please find the details of the shipment and receiving coordination below:

Shipping Details

- Shipment Date: [Insert Date]
- Expected Arrival: [Insert Date]
- Carrier: [Insert Carrier Name]
- Tracking Number: [Insert Tracking Number]
- Contents: [List of Items]

Receiving Details

- Receiving Contact: [Insert Receiving Contact Name]
- Receiving Dock: [Insert Dock Number]
- Receiving Hours: [Insert Hours]

Please confirm receipt of this letter and let us know if there are any specific requirements you may have for the shipping and receiving process. We look forward to a successful transaction.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]