

Coordination Request for Order Shipment

Date: [Insert Date]

To: [Recipient Name]

[Recipient Position]

[Company Name]

[Company Address]

Dear [Recipient Name],

We hope this message finds you well. We are writing to coordinate the shipment of our recent order (Order No: [Insert Order Number]) placed on [Insert Order Date].

To ensure a smooth delivery process, we would appreciate your assistance with the following details:

- Estimated shipment date
- Shipping method and tracking information
- Any specific documentation required for customs clearance

Please confirm at your earliest convenience so we can make the necessary arrangements on our side.

Thank you for your cooperation and support. We look forward to your prompt response.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]