

# Delivery Instruction Letter

Date: [Insert Date]

To: [Transport Company Name]

Address: [Transport Company Address]

Attention: [Contact Person's Name]

Subject: Delivery Instruction for Purchase Order #[Insert PO Number]

Dear [Contact Person's Name],

This letter serves as a formal instruction for the delivery of our Purchase Order #[Insert PO Number], dated [Insert PO Date]. Please adhere to the following delivery instructions:

- **Delivery Address:** [Insert Delivery Address]
- **Contact Person:** [Insert Name]
- **Contact Number:** [Insert Phone Number]
- **Delivery Date:** [Insert Required Delivery Date]
- **Delivery Time:** [Insert Preferred Time Frame]

Kindly ensure that the items are delivered in good condition and handle them with care. An acknowledgment of receipt of this instruction would be appreciated.

Thank you for your assistance. If you have any questions, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Best regards,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[Your Phone Number]

[Your Email Address]