

# Freight Handling Confirmation

Date: [Insert Date]

To:

[Recipient's Name]  
[Recipient's Title]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to confirm the freight handling details for your recent purchase order (PO No: [Insert PO Number]). As per our discussion, we have arranged for the following logistics services:

## Freight Details

- Origin: [Insert Origin Location]
- Destination: [Insert Destination Location]
- Shipping Method: [Insert Shipping Method]
- Estimated Delivery Date: [Insert Delivery Date]

Please ensure that the receiving party is prepared for the arrival of the shipment on the estimated date. Should you have any questions or require further assistance, do not hesitate to contact us.

Thank you for choosing [Your Company Name] for your logistics needs. We look forward to continuing to serve you.

Sincerely,

[Your Name]  
[Your Title]  
[Your Company Name]  
[Your Contact Information]