

Shipping Coordination Letter

Date: [Insert Date]

To: [Recipient Name]

[Recipient Company]

[Recipient Address]

Subject: Shipping Coordination for Purchase Order #[Insert PO Number]

Dear [Recipient Name],

We hope this message finds you well. We are writing to coordinate the shipping details for Purchase Order #[Insert PO Number] placed on [Insert Order Date]. Below are the details concerning the shipment:

Order Details:

- Product: [Insert Product Name]
- Quantity: [Insert Quantity]
- Expected Ship Date: [Insert Ship Date]
- Delivery Address: [Insert Delivery Address]

Logistics Coordination:

Please confirm the following:

- Shipping Method: [Insert Method]
- Carrier: [Insert Carrier Name]
- Tracking Information: [To be provided after shipment]

If there are any changes or additional requirements, please let us know at your earliest convenience. We appreciate your prompt attention to this matter and look forward to your confirmation.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]