

Drug Shipment Tracking Procedure

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Company Name]

Subject: Drug Shipment Tracking Procedure

Dear [Recipient's Name],

We are writing to inform you about the procedure for tracking our drug shipments. It is crucial for us to maintain accurate and up-to-date information regarding the status of your orders.

Procedure for Tracking Shipments:

1. Upon dispatch of your order, we will provide a tracking number via email.
2. You can track your shipment using the following link: [Insert Tracking Link]
3. For any discrepancies or issues, please contact our customer service at [Customer Service Contact].
4. We recommend checking the shipment status regularly until the package arrives.

Thank you for your attention to this matter. Please feel free to reach out if you have any questions or concerns.

Best regards,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]