

# Product Dispatch Notice

**Date:** [Date]

**To:** [Recipient Name]

**Address:** [Recipient Address]

Dear [Recipient Name],

We are pleased to inform you that your order has been dispatched. The details of the product are as follows:

- **Product Name:** [Product Name]
- **Quantity:** [Quantity]
- **Order Number:** [Order Number]
- **Tracking Number:** [Tracking Number]

Please allow [number of days] for delivery. You can track your shipment using the tracking number provided.

Thank you for your order!

Sincerely,

[Your Company Name]

[Your Company Contact Information]