

# Shipping Delivery Confirmation

**Date:** [Insert Date]

**To:** [Recipient Name]

**Company:** [Company Name]

**Address:** [Business Address]

Dear [Recipient Name],

We are pleased to confirm the delivery of your shipment as per the details below:

**Tracking Number:** [Tracking Number]

**Delivery Date:** [Delivery Date]

**Delivered By:** [Delivery Service]

**Contents:** [List of Items]

If you have any questions or concerns regarding your shipment, please do not hesitate to contact us at [Contact Information].

Thank you for your business!

Sincerely,

[Your Company Name]

[Your Name]

[Your Position]

[Your Contact Information]