

Express Shipping Coordination

Date: [Insert Date]

From: [Your Name]
[Your Position]
[Your Company]
[Your Email]
[Your Phone Number]

To: [Recipient Name]
[Recipient Position]
[Recipient Company]
[Recipient Email]
[Recipient Phone Number]

Dear [Recipient Name],

I hope this message finds you well. I am writing to coordinate the express shipping of the following items:

- Item 1: [Description] - Quantity: [Qty]
- Item 2: [Description] - Quantity: [Qty]
- Item 3: [Description] - Quantity: [Qty]

The expected shipping date is [Insert Date]. Please confirm that the following details are correct:

- Shipping Address: [Insert Address]
- Preferred Courier: [Insert Courier Name]

If you have any questions or need further information, please feel free to reach out to me directly.

Thank you for your cooperation.

Best regards,

[Your Name]
[Your Position]
[Your Company]