

Immediate Delivery Instructions

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Immediate Delivery Instructions

Dear [Recipient Name],

I hope this message finds you well. Please find below the immediate delivery instructions for your reference:

1. **Delivery Address:** [Insert Delivery Address]
2. **Date and Time of Delivery:** [Insert Date and Time]
3. **Contact Person at Delivery Location:** [Insert Name and Phone Number]
4. **Package Description:** [Insert Description of Package]
5. **Special Instructions:** [Insert any Special Instructions]

Please ensure that the delivery is made as per these instructions. Should you have any questions or require further clarification, do not hesitate to reach out.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]