

Shipment Coordination Notification

Dear [Customer Name],

We are writing to inform you about the upcoming shipment of your heavy goods order, #[Order Number]. The details of your shipment are as follows:

Shipment Details

- **Item Description:** [Description]
- **Weight:** [Weight] kg
- **Dimensions:** [Dimensions]
- **Scheduled Pickup Date:** [Pickup Date]
- **Expected Delivery Date:** [Delivery Date]

We kindly ask you to ensure that the delivery location is prepared to receive heavy goods and that all necessary arrangements for unloading are in place.

If you have any questions or require further assistance, please do not hesitate to contact us at [Contact Information].

Thank you for your attention to this matter. We appreciate your business!

Sincerely,

[Your Company Name]

[Your Name]

[Your Position]

[Company Contact Information]