

# Notification of Fragile Item Shipping

Date: [Insert Date]

To: [Recipient's Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

We are writing to inform you that your fragile item(s) will be shipped on [Insert Shipping Date]. Please find the details of the shipment below:

- Item Description: [Insert Item Description]
- Tracking Number: [Insert Tracking Number]
- Carrier: [Insert Carrier Name]
- Expected Delivery Date: [Insert Expected Delivery Date]

We kindly ask you to handle the package with care upon arrival. The contents are fragile and should be treated delicately.

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

Thank you for your attention.

Best regards,  
[Your Name]  
[Your Position]  
[Your Company Name]  
[Your Company Contact Information]