

Furniture Shipping Coordination

Date: [Insert Date]

From: [Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

To: [Recipient's Name]

[Recipient's Company Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Coordination for Furniture Shipping

Dear [Recipient's Name],

I hope this message finds you well. I am writing to coordinate the shipping of furniture from [Origin Address] to [Destination Address]. We have scheduled the shipment for [Insert Date] and would like to discuss the necessary details to ensure a smooth process.

Details of the shipment are as follows:

- Items to be Shipped: [List of Items]
- Total Weight: [Weight]
- Pickup Time: [Time]
- Delivery Instructions: [Instructions]

Please confirm the above details and let me know about any requirements you may have or forms that need to be filled out. Your prompt response will help us avoid any delays in the shipping process.

Thank you for your cooperation. I look forward to your reply.

Sincerely,

[Your Name]