

Oversized Package Shipping Instructions

Dear [Recipient's Name],

We are writing to provide you with the shipping instructions for your oversized package.

Package Details:

- Package Dimensions: [Length] x [Width] x [Height]
- Weight: [Weight] lbs

Shipping Instructions:

1. Ensure the package is securely packed with proper cushioning.
2. Label the package clearly with the following information:
 - Recipient Name: [Recipient's Name]
 - Shipping Address: [Shipping Address]
 - Contact Number: [Recipient's Phone Number]
3. Choose a courier service that specializes in oversized items.
4. Schedule a pickup or drop-off at the nearest shipping location.

Additional Information:

For any questions, please contact us at [Your Contact Information].

Thank you for your attention to these instructions.

Sincerely,

[Your Company Name]

[Your Name]

[Your Position]