

Same-Day Small Package Shipping Service

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

Dear [Customer's Name],

Thank you for choosing [Your Company Name] for your shipping needs. We are pleased to confirm that your small package will be shipped the same day.

Package Details:

- **Package Weight:** [Weight]
- **Destination Address:** [Destination Address]
- **Tracking Number:** [Tracking Number]
- **Estimated Delivery Time:** [Estimated Delivery Time]

Our team is committed to providing fast and reliable service. If you have any questions or require further assistance, please do not hesitate to contact us.

Thank you for trusting [Your Company Name] with your shipping needs.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]