

Shipping Confirmation Letter

Date: _____

From: _____

To: _____

Subject: Small Package Shipping for Sensitive Items

Dear [Recipient's Name],

We are writing to confirm the shipment of a small package containing sensitive items. Please find the details of the shipment below:

Package Details:

- Item Description: [Description of items]
- Tracking Number: [Tracking number]
- Shipping Method: [Shipping method]
- Estimated Delivery Date: [Delivery date]

As these items are sensitive, we kindly ask that you handle them with care upon receipt. If you have any questions or require further assistance, please do not hesitate to contact us at [Your Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]