

# Notice for Shipping Samples

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name/Company]

Subject: Shipping Samples and Handling Steps

Dear [Recipient's Name],

We are pleased to inform you that we will be shipping the requested samples as per your recent inquiry. Below are the details and handling steps for your reference:

## Shipping Details

- **Items Included:** [List of Samples]
- **Shipping Method:** [Courier Name/Service]
- **Tracking Number:** [Tracking Number]
- **Expected Delivery Date:** [Delivery Date]

## Handling Steps

1. Upon receiving the samples, please inspect the packaging for any damage.
2. Carefully open the package and check all items listed in the invoice.
3. If there are any discrepancies or issues, contact us within 48 hours.
4. Store the samples in a suitable condition as per the instructions provided.
5. Feel free to reach out for any questions or further assistance.

Thank you for your attention to this matter. We look forward to your feedback on the samples.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]