

Shipment Notification

Date: [Date]

To: [Recipient's Name]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

We are pleased to inform you that your order #[Order Number] has been shipped. Below are the details of your shipment:

Shipment Details

- Tracking Number: [Tracking Number]
- Carrier: [Carrier Name]
- Shipment Method: [Shipping Method]
- Estimated Delivery Date: [Delivery Date]

Handling Instructions

Please follow the handling instructions below to ensure safety and compliance:

1. Keep the shipment upright at all times.
2. Avoid exposure to extreme temperatures.
3. Inspect the package upon arrival for any signs of damage.
4. Report any issues to our customer service within 48 hours of receipt.

Thank you for your order! If you have any questions, feel free to contact us.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]