

Shipping Arrangement for Sample Handling Request

Date: [Insert Date]

To:

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to inform you that we have arranged the shipping of the requested samples as per your handling request. Below are the details of the shipment:

Shipment Details:

- **Sample Description:** [Description of Samples]
- **Quantity:** [Number of Samples]
- **Shipping Method:** [Shipping Method]
- **Tracking Number:** [Tracking Number]
- **Estimated Delivery Date:** [Delivery Date]

Please ensure that the samples are handled with care upon receipt. Should you have any questions or require further information, feel free to contact us at [Your Phone Number] or [Your Email Address].

Thank you for your cooperation, and we look forward to your feedback on the samples.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]