

Shipping Details Confirmation

Date: [Insert Date]

To: [Recipient Name]

Address: [Recipient Address]

Dear [Recipient Name],

We are writing to confirm the shipping details for the sample handling and delivery. Below are the particulars:

Shipping Information

- **Package Contents:** [Description of Samples]
- **Tracking Number:** [Tracking Number]
- **Shipping Method:** [Courier/Service Used]
- **Estimated Delivery Date:** [Delivery Date]

Please ensure that someone is available to receive the package. If you have any questions or require further assistance, feel free to reach out.

Thank you for your attention.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]