

Shipment Preparation Checklist for Personal Belongings Relocation

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Shipment Preparation Checklist

Checklist Items:

- Gather all personal belongings to be shipped.
- Sort items into categories: Keep, Donate, Dispose.
- Inventory all items to be shipped:
 - Electronics
 - Clothing
 - Furniture
 - Documents
- Acquire appropriate packing materials:
 - Boxes
 - Bubble wrap
 - Tape
 - Markers for labeling
- Pack items securely and label each box clearly.
- Check regulations for shipping items to the destination.
- Arrange for transportation and notify the moving company.
- Confirm delivery dates and times with the moving service.

Additional Notes:

[Insert any additional notes or instructions]

Thank you for your attention to this matter. Please feel free to reach out with any questions.

Sincerely,

[Your Name]

[Your Contact Information]