

Bi-Weekly Shipping Schedule

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Bi-Weekly Shipping Schedule Notification

Dear [Recipient's Name],

We are pleased to provide you with the bi-weekly shipping schedule for the upcoming weeks. Below are the details:

Shipping Schedule

Week	Shipping Date	Items Shipped
Week 1	[Date]	[List of Items]
Week 2	[Date]	[List of Items]

If you have any questions or require further information, please do not hesitate to reach out.

Thank you for your attention!

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]