

Monthly Shipping Schedule

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Monthly Shipping Schedule for [Month/Year]

Dear [Recipient Name],

We are pleased to provide you with the shipping schedule for the upcoming month:

Shipping Date	Destination	Items Shipped	Tracking Number
[Date 1]	[Destination 1]	[Items 1]	[Tracking Number 1]
[Date 2]	[Destination 2]	[Items 2]	[Tracking Number 2]

Should you have any questions or require further information, please feel free to contact me at [Your Contact Information].

Thank you for your attention.

Sincerely,

[Your Name]

[Your Position]

[Your Company]