Standard Shipping Schedule

Date: [Insert Date]

To: [Recipient's Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

We are pleased to provide you with the standard shipping schedule for your recent order. Below are the details:

Shipping Schedule

Order Number	Item Description	Shipping Date	Delivery Date
[Order Number 1]	[Item 1]	[Shipping Date 1]	[Delivery Date 1]
[Order Number 2]	[Item 2]	[Shipping Date 2]	[Delivery Date 2]

If you have any questions or require further assistance, please do not hesitate to reach out to our customer service team.

Thank you for your business!

Sincerely,

[Your Name]
[Your Position]
[Your Company]
[Contact Information]