

# Shipping Confirmation Letter

**Date:** [Insert Date]

**From:**

[Your Name]  
[Your Position]  
[Your Company Name]  
[Your Address]  
[City, State, Zip]  
[Email Address]  
[Phone Number]

**To:**

[Recipient Name]  
[Recipient Position]  
[Recipient Company Name]  
[Recipient Address]  
[City, State, Zip]

Dear [Recipient Name],

I hope this message finds you well. I am writing to confirm the shipment of the business documents you requested. The package includes the following items:

- [Document 1 Description]
- [Document 2 Description]
- [Document 3 Description]

The package was shipped on [Insert Shipping Date] via [Insert Shipping Method]. The tracking number for your reference is [Insert Tracking Number]. You can track the shipment at [Insert Tracking URL].

If you have any questions or require further information, please do not hesitate to contact me at your convenience.

Thank you for your attention, and I look forward to your confirmation upon receipt of the package.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company Name]