

Shipping Confirmation for Personal Electronics Package

Date: [Insert Date]

From: [Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]

To: [Recipient's Name]
[Recipient's Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to confirm that I have shipped a package containing electronic items to you. Below are the details of the shipment:

- **Item(s) Included:**
- [Item Description 1]
- [Item Description 2]
- [Item Description 3]
- ...and more as applicable

Total Weight: [Weight of Package]

Tracking Number: [Insert Tracking Number]

Shipping Carrier: [Carrier Name]

The estimated delivery date is [Estimated Delivery Date]. Please let me know when you receive the package or if there are any issues with the delivery.

Thank you for your attention.

Sincerely,
[Your Name]