

Certified Shipping Receipt Confirmation

Date: [Insert Date]

From: [Your Name]

[Your Address]

[City, State, ZIP Code]

Email: [Your Email]

Phone: [Your Phone Number]

To: [Recipient Name]

[Recipient Address]

[City, State, ZIP Code]

Subject: Certified Shipping Receipt Confirmation

Dear [Recipient Name],

This letter is to confirm the receipt of the certified shipment sent on [Insert Shipping Date]. The details of the shipment are as follows:

- Tracking Number: [Insert Tracking Number]
- Shipped Item: [Insert Item Description]
- Shipping Method: [Insert Shipping Method]
- Delivery Date: [Insert Expected Delivery Date]

If you have any questions or need further assistance, please feel free to contact me at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Name]