

# Confirmation of Certified Shipping Records

Date: [Insert Date]

To: [Recipient Name]

[Recipient Address]

Dear [Recipient Name],

We are writing to confirm the certified shipping records related to your recent order, [Order Number]. The following details have been documented:

- **Shipping Date:** [Insert Shipping Date]
- **Tracking Number:** [Insert Tracking Number]
- **Carrier:** [Insert Carrier Name]
- **Delivery Address:** [Insert Delivery Address]

Please retain this letter for your records. Should you have any questions regarding this shipping confirmation, feel free to contact us at [Contact Information].

Thank you for choosing our services.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[Contact Information]