

# Receipt Notice for Certified Shipment

Date: [Insert Date]

To: [Recipient Name]

Address: [Recipient Address]

Dear [Recipient Name],

We are pleased to inform you that your certified shipment has been successfully dispatched. Below are the details of your shipment:

- Tracking Number: [Insert Tracking Number]
- Date of Dispatch: [Insert Dispatch Date]
- Expected Delivery Date: [Insert Expected Delivery Date]

For any inquiries or further assistance, please do not hesitate to contact us at [Insert Contact Information].

Thank you for choosing [Your Company Name].

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Company Address]

[Company Phone Number]