

# Shipping Instructions Update

Date: [Insert Date]

To: [Recipient Name]

Company: [Recipient Company]

Address: [Recipient Address]

Email: [Recipient Email]

Dear [Recipient Name],

We hope this message finds you well. We are writing to inform you of an update to our shipping instructions effective immediately.

## Updated Shipping Instructions

- **Shipping Method:** [Insert Shipping Method]
- **Delivery Address:** [Insert Delivery Address]
- **Contact Person:** [Insert Contact Person]
- **Contact Number:** [Insert Contact Number]
- **Special Instructions:** [Insert Special Instructions]

Please ensure that these updated instructions are followed for all forthcoming shipments. If you have any questions or require further clarification, do not hesitate to contact us.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]