

Scheduled Shipment Delivery Handover

Date: [Insert Date]

To: [Recipient Name]

Company: [Recipient Company]

Address: [Recipient Address]

Dear [Recipient Name],

We are pleased to inform you that your scheduled shipment is ready for delivery. The details of the shipment are as follows:

- **Order Number:** [Insert Order Number]
- **Shipment Date:** [Insert Shipment Date]
- **Estimated Delivery Time:** [Insert Estimated Delivery Time]
- **Delivery Address:** [Insert Delivery Address]

Please ensure that someone will be available at the delivery address to receive the shipment. If you have any questions or require changes to the delivery schedule, feel free to contact us at [Insert Contact Information].

Thank you for your attention.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]