

Shipment Handover Confirmation

Date: [Insert Date]

From: [Your Company Name]

To: [Recipient's Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

We are pleased to confirm the scheduled handover of your shipment as follows:

- **Shipment Tracking Number:** [Insert Tracking Number]
- **Scheduled Handover Date:** [Insert Date]
- **Scheduled Handover Time:** [Insert Time]
- **Location:** [Insert Handover Location]

Please ensure that the recipient is available during the scheduled time for a smooth handover process.

If you have any questions or need further assistance, please feel free to contact us at [Your Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]