

Shipment Handover Appointment Confirmation

Dear [Recipient's Name],

We are pleased to confirm the shipment handover appointment as follows:

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Location:** [Insert Location]
- **Contact Person:** [Insert Contact Person]
- **Contact Number:** [Insert Contact Number]

Please ensure to bring any necessary documentation related to the shipment. If you have any questions or need to reschedule, feel free to reach out to us.

Thank you for your cooperation.

Best regards,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]