

# Shipment Handover Date Notification

Dear [Recipient's Name],

We are pleased to inform you that your shipment is scheduled for handover on [**Handover Date**]. Please ensure that arrangements are made for the collection at your earliest convenience.

Details of the shipment are as follows:

- **Tracking Number:** [Tracking Number]
- **Shipment Origin:** [Origin Location]
- **Destination:** [Destination Location]
- **Contents:** [Description of Contents]

If you have any questions or require further assistance, please do not hesitate to contact us.

Thank you for your attention.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]