

Shipment Handover Letter

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

We are pleased to inform you that the shipment of [Description of Goods] is ready for handover as per our agreement.

Details of the Shipment:

- Shipment ID: [Insert Shipment ID]
- Date of Dispatch: [Insert Dispatch Date]
- Expected Delivery Date: [Insert Delivery Date]
- Delivery Address: [Insert Delivery Address]

Please ensure that a representative is available to receive the shipment on the expected delivery date. For any changes or further coordination, do not hesitate to contact us at [Your Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]