

Shipment Handover Instructions

Dear [Recipient's Name],

We are pleased to inform you that your shipment is ready for handover. Please follow the instructions below to ensure a smooth process:

Handover Details

Shipment ID: [Shipment ID]

Shipping Date: [Date]

Recipient Instructions

1. Please arrive at the designated pickup location: [Pickup Address].
2. Bring a valid identification (ID) and a copy of this letter for verification.
3. Ensure you are at the pickup location during the specified hours: [Pickup Hours].
4. Inspect the shipment for any visible damage before accepting it.
5. If you have any questions, contact your shipment coordinator at [Contact Information].

Thank you for your cooperation.

Sincerely,
[Your Name]
[Your Position]
[Your Company]