

Dear [Recipient's Name],

This is a friendly reminder regarding your upcoming shipment scheduled for handover on **[Date]**.

Please be prepared to receive the shipment at **[Location]** at **[Time]**.

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

Thank you for your attention to this matter.

Best regards,
[Your Name]
[Your Position]
[Your Company]
[Contact Information]