

Confidential Courier Procedures for Sensitive Documents

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Confidential Courier Procedures

Dear [Recipient Name],

This letter outlines the procedures for the secure transportation of sensitive documents via courier. Please adhere to the following guidelines to ensure the confidentiality and integrity of the materials being sent:

1. **Documentation:** All documents must be marked as "Confidential" and accompanied by a cover letter detailing their contents and purpose for shipment.
2. **Courier Selection:** Use only authorized courier services that have proven track records in handling sensitive materials.
3. **Packaging:** Ensure all documents are securely packaged in tamper-evident envelopes or containers.
4. **Tracking:** Obtain a tracking number for the shipment to monitor its progress until delivery.
5. **Recipient Verification:** Require the recipient to verify their identity before releasing any documents upon delivery.
6. **Record Keeping:** Maintain records of all shipments, including tracking numbers and times of delivery.
7. **Incident Reporting:** Report any suspicious activity or breach of security immediately to [Notify Contact Person/Department].

By adhering to these procedures, we can ensure that sensitive documents are handled with the utmost care and confidentiality. If you have any questions or require further clarification, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]