

Confidential Shipping Instructions

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Covert Shipping Method for Important Materials

Dear [Recipient Name],

As discussed, we need to ensure the secure and discreet shipping of sensitive materials. Below are the instructions for the covert shipping method to be used:

Shipping Details:

- **Shipping Method:** [Insert Shipping Method]
- **Carrier:** [Insert Carrier Name]
- **Tracking Information:** [Insert Tracking Method]

Packaging Instructions:

- Use unmarked boxes with neutral colors.
- Avoid any labels that indicate contents.
- Utilize internal padding to secure materials.

Delivery Instructions:

- Schedule delivery for [Insert Delivery Date].
- Use a private address for drop-off.
- Notify me upon dispatch.

Should you have any questions or need further clarification, please do not hesitate to reach out.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]