

Date: [Insert Date]

From: [Your Name]

To: [Recipient's Name]

Subject: Secure Dispatch Instructions for Classified Items

Dear [Recipient's Name],

This letter serves to outline the secure dispatch instructions for the classified items being sent on [insert dispatch date]. Please adhere to the following guidelines to ensure the security and integrity of the classified materials:

1. **Packaging:** All classified items must be securely packaged in a tamper-evident manner. Use approved packaging materials only.
2. **Labeling:** Clearly label the package as "CLASSIFIED" on all sides. Include a return address.
3. **Delivery Method:** Utilize a secure courier service with established protocols for handling classified materials.
4. **Tracking:** Ensure that tracking numbers are documented and communicated to both senders and recipients.
5. **Signature Confirmation:** Require signature confirmation upon delivery to verify receipt by authorized personnel only.
6. **Chain of Custody:** Maintain a record of the chain of custody until the items are successfully delivered.

If you have any questions regarding these instructions, please do not hesitate to contact me directly. Your cooperation in these matters is essential for maintaining the security of classified information.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]