

Secure Shipping Instructions for Sensitive Items

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Secure Shipping Instructions for Sensitive Items

Dear [Recipient's Name],

We are preparing to ship sensitive items, and it is crucial that we follow the secure shipping guidelines to ensure the safety and integrity of the contents. Please adhere to the following instructions:

Packaging Instructions

- Use tamper-evident tape for all seals.
- Include protective padding such as bubble wrap or foam.
- Clearly label the contents as "Sensitive Material."

Shipping Method

Ship using [Preferred Carrier] with tracking. Ensure a signature is required upon delivery.

Addressing

Please address the package to:

[Recipient's Name]

[Company Name]

[Address Line 1]

[Address Line 2]

[City, State, Zip Code]

Notification

Notify me immediately when the package has been shipped and provide the tracking number.

Thank you for your attention to these important instructions.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]