

Notice for Special Shipping Barcode Requirement

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are reaching out to inform you about an important update regarding our shipping processes. Effective [Insert Effective Date], all shipments will require a special barcode for tracking and processing purposes.

Please ensure that your shipments are labeled with the appropriate barcode prior to dispatch. This will help us maintain efficiency and accuracy in our logistics operations.

For your convenience, the barcode specifications are as follows:

- Type of Barcode: [Specify Type]
- Format: [Specify Format]
- Dimensions: [Specify Dimensions]

If you have any questions or require assistance in implementing this change, please do not hesitate to contact us at [Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company]

[Company Address]

[Contact Information]