

Letter Template for Packaging Requirements

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to provide you with the packaging requirements for shipping perishable goods. Ensuring that our products arrive fresh and intact is of utmost importance.

Packaging Requirements:

- All perishable items must be packed in insulated containers.
- Gel packs or dry ice should be used to maintain temperature during transit.
- Packaging must be sturdy enough to prevent any damage during handling.
- Clearly label all packages as "Perishable - Keep Refrigerated".
- Include an expiration date and handling instructions.

We appreciate your attention to these requirements, ensuring the quality of our products during transportation. Please feel free to reach out if you have any questions or need further assistance.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]