

# Packaging Guidelines for Fragile Items

Dear [Recipient's Name],

We hope this message finds you well. As part of our commitment to ensuring the safety and integrity of fragile items during transit, we would like to provide you with our specific packaging guidelines. Please adhere to the following instructions when preparing fragile items for shipment:

## 1. Use Sturdy Boxes

Choose double-walled boxes that are appropriate for the item's size and weight.

## 2. Cushioning Materials

Use bubble wrap, packing peanuts, or foam inserts to provide ample cushioning. Ensure that items do not touch each other or the walls of the box.

## 3. Sealing the Package

Seal all openings of the box with strong packing tape. Avoid using duct tape or masking tape.

## 4. Labeling

Clearly label the box as "FRAGILE" on multiple sides to alert handlers.

## 5. Temperature Sensitivity

If applicable, indicate any temperature sensitivity on the package.

Thank you for your attention to these important guidelines. Your cooperation is key to ensuring that fragile items are delivered safely.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]