

Reserved Shipping Slot Agreement for Bulk Orders

Date: [Insert Date]

To: [Recipient Name]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Subject: Reserved Shipping Slot Agreement

Dear [Recipient Name],

This letter serves as an agreement for the reserved shipping slots for bulk orders between [Your Company Name] and [Recipient Company] as detailed below:

Order Details

- Order Number: [Insert Order Number]
- Product Description: [Insert Product Description]
- Quantity: [Insert Quantity]
- Total Amount: [Insert Amount]

Reserved Shipping Slots

We have reserved the following shipping slots for your order:

- Date of Shipment: [Insert Date]
- Time Slot: [Insert Time]

Please confirm your acceptance of this agreement by signing and returning this letter by [Insert response deadline]. Should you have any questions or need further clarification, feel free to reach out at [Your Contact Information].

Acceptance

By signing below, you agree to the terms outlined in this agreement.

[Recipient Name]

[Title]

[Date]

We thank you for your business and look forward to continuing our partnership.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]