

Reserved Shipping Slot Agreement

Date: [Insert Date]

To,

[Recipient's Name]
[Recipient's Company]
[Recipient's Address]

Dear [Recipient's Name],

This letter serves as a formal agreement between [Your Company Name] and [Recipient's Company Name] for the reservation of shipping slots for seasonal shipments.

Terms of Agreement:

1. **Reserved Period:** [Insert Start Date] to [Insert End Date]
2. **Shipping Frequency:** [Insert Frequency, e.g., Weekly, Bi-weekly]
3. **Slot Availability:** [Insert Slot Availability Details]
4. **Payment Terms:** [Insert Payment Details]
5. **Cancellation Policy:** [Insert Cancellation Policy]

Please confirm your acceptance of this agreement by signing below and returning a copy to us.

Best Regards,
[Your Name]
[Your Position]
[Your Company Name]
[Your Contact Information]

Agreed and Accepted by:

[Recipient's Name]
[Recipient's Position]
[Recipient's Company Name]
Date: _____