

Reserved Shipping Slot Agreement

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Reserved Shipping Slot for [Event Name]

Dear [Recipient's Name],

We are pleased to confirm the reservation of the shipping slot for the upcoming [Event Name] scheduled for [Event Date]. This agreement outlines the terms and conditions regarding the reserved shipping slot.

Details of the Agreement:

- **Event Name:** [Event Name]
- **Shipping Date:** [Insert Shipping Date]
- **Time Slot:** [Insert Time Slot]
- **Location:** [Event Venue Address]
- **Contact Person:** [Insert Contact Name & Number]

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

Acceptance:

[Recipient's Name]
[Recipient's Title]
[Date]

Thank you for your cooperation. We look forward to supporting you in making [Event Name] a success.

Sincerely,

[Your Name]
[Your Title]

[Your Company]
[Your Contact Information]