

Reserved Shipping Slot Agreement

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

This letter serves as a formal agreement for the reserved shipping slot for urgent deliveries between [Your Company Name] and [Recipient's Company].

Details of the Agreement:

- Reserved Shipping Slot Date: [Insert Date]
- Time: [Insert Time]
- Location: [Insert Shipping Location]
- Type of Goods: [Insert Type of Goods]
- Quantity: [Insert Quantity]
- Shipping Method: [Insert Shipping Method]

We agree to hold the specified shipping slot exclusively for your urgent delivery needs. Please confirm your acceptance of this agreement by signing below.

Yours sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]

Acceptance:

Signature: _____

Name: [Recipient's Name]

Date: _____