

Request to Confirm Shipping Data

Dear [Recipient's Name],

I hope this message finds you well. I am writing to kindly request your confirmation of the shipping data for our recent order, placed on [Order Date], with order number [Order Number].

The details for your review are as follows:

- Product Name: [Product Name]
- Quantity: [Quantity]
- Shipping Address: [Shipping Address]
- Expected Delivery Date: [Delivery Date]

Please confirm if the above information is accurate or if there are any discrepancies that need to be addressed. Your prompt attention to this matter will help us ensure a smooth shipping process.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]