

Confirmation of Shipment

Date: [Insert Date]

To: [Recipient Name]

Company: [Recipient Company]

Address: [Recipient Address]

Dear [Recipient Name],

We are pleased to confirm the shipment of essential supplies as per our agreement. Below are the details of the shipment:

- **Order Number:** [Insert Order Number]
- **Items Shipped:** [List of Items]
- **Quantity:** [Quantity of Each Item]
- **Shipment Date:** [Insert Shipment Date]
- **Tracking Number:** [Insert Tracking Number]

The estimated delivery date is [Insert Estimated Delivery Date]. If you have any questions or require further assistance, please do not hesitate to contact us.

Thank you for your business.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]