

Vendor Delivery Arrangements Confirmation

Date: [Insert Date]

Vendor Name: [Vendor Name]

Vendor Address: [Vendor Address]

Contact Person: [Contact Name]

Contact Phone: [Contact Phone]

Contact Email: [Contact Email]

Dear [Vendor Name],

We are writing to confirm the delivery arrangements for our upcoming order. Below are the details:

- **Order Number:** [Order Number]
- **Delivery Date:** [Delivery Date]
- **Delivery Time:** [Delivery Time]
- **Delivery Location:** [Delivery Location]
- **Items to be Delivered:** [List of Items]

Please ensure that the items are delivered as scheduled. If there are any issues or delays, kindly inform us at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]