

Vendor Delivery Plan Verification

Date: [Insert Date]

To: [Vendor Name]

Address: [Vendor Address]

Attention: [Contact Person]

Dear [Contact Person],

We are writing to confirm the delivery plan for the upcoming order as outlined in our previous correspondence. Please find the details below:

Delivery Schedule

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

We kindly request your verification of the details listed above. Should there be any discrepancies or changes to the plan, please inform us as soon as possible to ensure a smooth delivery process.

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]