

Vendor Dispatch Date Confirmation

Date: [Insert Date]

To: [Vendor Name]

From: [Your Company Name]

Dear [Vendor Name],

We are writing to confirm the dispatch date for our order #[Insert Order Number]. We appreciate your efforts in processing this order and would like to confirm that the dispatch is scheduled for [Insert Dispatch Date].

Please ensure that the shipment includes all necessary documentation and tracking information to facilitate smooth delivery.

If there are any changes to the specified dispatch date, kindly notify us at your earliest convenience.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]