

Vendor Shipment Schedule Agreement

Date: [Insert Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Contact Name],

We are pleased to confirm the shipment schedule for our upcoming orders as outlined below:

Order Number	Item Description	Quantity	Shipment Date
[Order Number 1]	[Item Description 1]	[Quantity 1]	[Shipment Date 1]
[Order Number 2]	[Item Description 2]	[Quantity 2]	[Shipment Date 2]

Please confirm the receipt of this agreement and the expected shipping dates. If there are any changes required, do not hesitate to reach out.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]