

Vendor Shipping Schedule Affirmation

Date: [Insert Date]

To: [Vendor Name]

Address: [Vendor Address]

Dear [Vendor Name],

We are writing to affirm the shipping schedule for our upcoming orders as discussed. Please find the details below:

Shipping Schedule

- **Order Number:** [Insert Order Number]
- **Expected Ship Date:** [Insert Ship Date]
- **Estimated Arrival Date:** [Insert Arrival Date]
- **Shipping Method:** [Insert Shipping Method]

We appreciate your cooperation in adhering to the above schedule. If there are any changes or issues, please 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]