

Subject: Clarification on Shipping Arrangements

Date: [Insert Date]

To: [Vendor's Name]

[Vendor's Company Name]

[Vendor's Address]

Dear [Vendor's Name],

I hope this message finds you well. I am writing to seek clarification regarding our current shipping arrangements for our recent orders.

Specifically, I would like to confirm the following details:

- Expected delivery schedules
- Shipping methods to be used
- Any additional costs that may apply
- Contact person for shipping inquiries

Understanding these details is crucial for our planning and collaboration. Please provide the necessary information at your earliest convenience.

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

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]