

Vendor Shipping Details Verification

Date: [Insert Date]

To: [Vendor Name]

[Vendor Address]

Attention: [Contact Person]

Dear [Vendor Name],

We are in the process of verifying the shipping details related to our recent order, and we would appreciate your assistance in confirming the following information:

- Order Number: [Insert Order Number]
- Shipping Address: [Insert Shipping Address]
- Contact Number: [Insert Contact Number]
- Estimated Shipping Date: [Insert Estimated Shipping Date]
- Tracking Number: [Insert Tracking Number]

Please review the above details and confirm their accuracy at your earliest convenience. If there are any discrepancies or updates, do not hesitate to contact us.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]