

# Vendor Shipping Specification Validation

Date: [Insert Date]

To: [Vendor Name]

Address: [Vendor Address]

Dear [Vendor Contact Name],

We are writing to confirm the receipt of your shipping specifications for the order placed on [Insert Order Date]. After a thorough review, we would like to validate the following details:

- **Product Description:** [Insert Product Description]
- **Order Quantity:** [Insert Order Quantity]
- **Packaging Requirements:** [Insert Packaging Specifications]
- **Shipping Method:** [Insert Shipping Method]
- **Delivery Date:** [Insert Expected Delivery Date]

Please confirm that all the above details are accurate and align with your shipping capabilities. If any modifications are necessary, please inform us at your earliest convenience.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]