

Order Dispatch Confirmation

Dear [Vendor Name],

We are pleased to inform you that your order #[Order Number] has been dispatched on [Dispatch Date]. Below are the details of your order:

Item Description	Quantity	Order Date	Tracking Number
[Item Description]	[Quantity]	[Order Date]	[Tracking Number]

The estimated delivery date is [Estimated Delivery Date]. Please use the tracking number above to monitor your shipment.

If you have any questions or need further assistance, feel free to contact us at [Contact Information].

Thank you for your business!

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Contact Information]