

Vendor Shipment Readiness Confirmation

Date: [Insert Date]

To:

[Vendor Name]

[Vendor Address Line 1]

[Vendor Address Line 2]

[City, State, Zip Code]

Dear [Vendor Contact Name],

We are writing to confirm the readiness of the shipment for the order placed on [Insert Order Date].

Order Details:

- Order Number: [Insert Order Number]
- Items Included: [List of Items]
- Expected Shipment Date: [Insert Date]

Please confirm that the shipment is ready and provide any necessary tracking information. We appreciate your attention to this order and look forward to your prompt response.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]