

Notification of Changes in Shipping Details

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

We are writing to inform you of updates to our international shipping details as part of our commitment to provide you with the best service possible.

New Shipping Information:

- **Shipping Company:** [New Shipping Company]
- **Tracking Number Format:** [New Format]
- **Estimated Delivery Time:** [New Time Frame]
- **Contact Number:** [New Contact Number]
- **Email:** [New Email Address]

Please ensure that you update your records accordingly.

We appreciate your understanding and look forward to continuing our partnership with you.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]