

Application for Proof of Delivery Documentation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request the proof of delivery documentation for the shipment with tracking number [Insert Tracking Number], which was dispatched on [Insert Dispatch Date].

This documentation is crucial for our records and will assist in the reconciliation of our accounts. Please find the relevant shipment details below:

- Shipment Date: [Insert Shipment Date]
- Delivery Address: [Insert Delivery Address]
- Contents: [Insert Contents]

I would appreciate it if you could send the proof of delivery documentation at your earliest convenience. Thank you for your attention to this matter. Please feel free to contact me if you require any further information.

Sincerely,

[Your Name]