

Shipping Verification Request

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request your assistance in verifying the shipping details for our recent order #[Order Number], placed on [Order Date]. Ensuring the accuracy of this information is crucial for our operations.

Details of the shipment are as follows:

- **Shipping Address:** [Shipping Address]
- **Tracking Number:** [Tracking Number]
- **Expected Delivery Date:** [Expected Delivery Date]

We would appreciate it if you could confirm the shipping details at your earliest convenience. If you require any further information, please do not hesitate to reach out.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]