

Confirmation of Delivery Arrangements

Date: [Insert Date]

To: [Recipient's Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

We are pleased to confirm the delivery arrangements for your recent order with us. Below are the details:

- **Order Number:** [Insert Order Number]
- **Delivery Date:** [Insert Delivery Date]
- **Delivery Time:** [Insert Delivery Time]
- **Delivery Address:** [Insert Delivery Address]

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

Thank you for choosing our services!

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]