

Export Dispatch Details Affirmation

Date: [Insert Date]

To: [Recipient Name]

Company: [Recipient Company]

Address: [Recipient Address]

Subject: Export Dispatch Details Confirmation

Dear [Recipient Name],

We are writing to confirm the dispatch details of the export shipment scheduled for [Insert Shipment Date]. Below are the details of the shipment:

Item Description	Quantity	Weight (kg)	Destination
[Item 1 Description]	[Item 1 Quantity]	[Item 1 Weight]	[Destination]
[Item 2 Description]	[Item 2 Quantity]	[Item 2 Weight]	[Destination]

Please review the details above and confirm receipt of this information. Should you have any questions or require further details, feel free to reach out.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]