

Shipping Details Acknowledgment

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Company]

[Recipient's Address]

Dear [Recipient's Name],

We acknowledge the receipt of shipping details for the export of the following goods:

Item Description	Quantity	Destination	Shipping Method	Tracking Number
[Item 1 Description]	[Quantity]	[Destination]	[Shipping Method]	[Tracking Number]
[Item 2 Description]	[Quantity]	[Destination]	[Shipping Method]	[Tracking Number]

We appreciate your prompt attention to this matter and look forward to your confirmation.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]