

# Delivery Confirmation

Date: [Insert Date]

Dear [Recipient Name],

We are pleased to confirm the scheduled delivery of your goods. Below are the details of the delivery:

- **Delivery Date:** [Insert Delivery Date]
- **Delivery Time:** [Insert Delivery Time]
- **Delivery Address:** [Insert Delivery Address]
- **Order Number:** [Insert Order Number]
- **Items Included:** [List of Items]

Please ensure that someone is available at the delivery address to receive the goods.

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

Thank you for choosing our services!

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]