

Scheduled Arrival Notification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Company Name]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to inform you that your merchandise order is scheduled to arrive on [Insert Arrival Date]. The details are as follows:

- Order Number: [Insert Order Number]
- Items: [List of Items]
- Quantity: [Insert Quantity]
- Shipping Method: [Insert Shipping Method]

Please ensure that someone is available to receive the shipment on the day of arrival. If you have any questions or need to reschedule, feel free to contact us at [Insert Contact Information].

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]