

Scheduled Delivery Notice

Dear [Recipient's Name],

We are pleased to inform you that your order #[Order Number] is scheduled for delivery on [Delivery Date].

Delivery Details:

- **Delivery Address:** [Delivery Address]
- **Delivery Time:** [Delivery Time]
- **Contact Number:** [Contact Number]

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

Thank you for choosing [Your Company Name]. We appreciate your business!

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]