

# Freight Shipment Hold Notification

Dear [Recipient's Name],

We are writing to inform you that your freight shipment with tracking number [Tracking Number] has been placed on hold due to [reason for hold, e.g., documentation issues, payment delay, etc.].

Please take the necessary actions to resolve this issue at your earliest convenience. To facilitate the release of your shipment, we kindly ask you to [specific actions required, e.g., provide missing documents, complete payment, etc.].

We appreciate your attention to this matter and are here to assist you. If you have any questions or require further assistance, please feel free to contact us at [Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company]  
[Contact Information]