

Hazardous Materials Shipping Compliance Notification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Company/Organization]

[Recipient's Address]

Subject: Compliance Notification for Hazardous Materials Shipment

Dear [Recipient's Name],

We are writing to inform you that we will be shipping hazardous materials as part of our upcoming delivery scheduled for [insert delivery date]. In compliance with the U.S. Department of Transportation (DOT) regulations and applicable international shipping standards, we want to ensure that you are notified and prepared to receive the items.

Details of the shipment are as follows:

- Item Description: [Description of hazardous materials]
- UN Number: [UN Number]
- Packaging Group: [Packing Group]
- Quantity: [Quantity]

We confirm that all necessary labeling, documentation, and safety data sheets (SDS) have been prepared and will accompany the shipment. It is essential that the receiving team is aware of and trained in handling hazardous materials safely.

Please acknowledge receipt of this notification, and do not hesitate to contact us should you have any questions or require further information.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]