

Freight Dispatch Confirmation

Date: [Insert Date]

To:

[Recipient's Name]

[Company Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to confirm the dispatch of your freight as per your order dated [Insert Order Date]. Below are the details of the shipment:

Shipment Details

- **Shipment ID:** [Insert Shipment ID]
- **Item Description:** [Insert Item Description]
- **Total Weight:** [Insert Total Weight]
- **Destination:** [Insert Destination]
- **Expected Delivery Date:** [Insert Delivery Date]

Please ensure that the necessary arrangements are made to receive the freight upon arrival. Should you have any questions or need further assistance, do not hesitate to contact us at [Insert Contact Number] or [Insert Email Address].

Thank you for your business!

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Company Contact Information]