

Notice of Cargo Shipment Modification

Date: [Insert Date]

To: [Carrier's Name]

From: [Your Company Name]

Subject: Update of Receiver Details for Shipment #[Insert Shipment Number]

Dear [Carrier's Name/Contact Person],

We are writing to formally request a modification to the receiver details for our cargo shipment referenced above. Please find the updated information below:

New Receiver Details:

Receiver Name: [New Receiver Name]

Receiver Address: [New Receiver Address]

Contact Person: [New Contact Person]

Contact Number: [New Contact Number]

Email Address: [New Email Address]

We kindly ask you to update your records accordingly and confirm the changes at your earliest convenience. Please do not hesitate to reach out if you require any further information or documentation.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]