

Scheduled Delivery Agreement

Date: [Insert Date]

To: [Recipient Name]

Address: [Recipient Address]

Dear [Recipient Name],

This letter serves as a formal agreement regarding the scheduled delivery of [goods/services] as discussed. The agreed details are as follows:

- **Delivery Date:** [Insert Delivery Date]
- **Delivery Time:** [Insert Delivery Time]
- **Delivery Address:** [Insert Delivery Address]
- **Contact Person:** [Insert Contact Person]
- **Special Instructions:** [Insert Special Instructions]

Please confirm your acceptance of this agreement by signing below.

[Recipient Name]

Date: _____

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]