

Proactive Shipment Instructions

Date: **[Insert Date]**

To: **[Recipient Name]**

Address: **[Recipient Address]**

City, State, ZIP: **[Recipient City, State, ZIP]**

Dear [Recipient Name],

We hope this message finds you well. We are writing to provide you with proactive shipment instructions for your upcoming package scheduled for delivery on **[Insert Delivery Date]**.

Shipment Details:

- **Tracking Number:** [Insert Tracking Number]
- **Carrier:** [Insert Carrier Name]
- **Expected Delivery Date:** [Insert Expected Delivery Date]

Delivery Instructions:

Please ensure that someone is available to receive the package at the address provided above. If you are unavailable, we recommend the following options:

- Leave a note for the carrier with alternate instructions.
- Provide an authorized recipient's name and contact information.
- Schedule a pickup at a nearby facility if necessary.

If you have any questions or require further assistance, please feel free to contact us at **[Insert Contact Information]**.

Thank you for your attention to these instructions. We appreciate your cooperation and look forward to serving you.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]