

Delivery Service Arrangement

Date: [Insert Date]

To: [Recipient's Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

We are pleased to inform you that your delivery service has been arranged as per your instructions. Details of the arrangement are as follows:

- **Delivery Date:** [Insert Delivery Date]
- **Delivery Time:** [Insert Delivery Time]
- **Pickup Location:** [Insert Pickup Location]
- **Drop-off Location:** [Insert Drop-off Location]
- **Additional Instructions:** [Insert any special instructions]

Please confirm your availability for the scheduled delivery, and feel free to reach out if you have any questions or require further assistance.

Thank you for choosing our service!

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]