

# Freight Arrival Confirmation

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Company Name]

[Recipient's Address]

Dear [Recipient's Name],

We are pleased to inform you that your freight has arrived at our facility. The details of the shipment are as follows:

- **Tracking Number:** [Insert Tracking Number]
- **Expected Delivery Date:** [Insert Expected Delivery Date]
- **Shipping Method:** [Insert Shipping Method]
- **Total Weight:** [Insert Total Weight]

Please arrange for pickup or delivery at your earliest convenience. Should you have any questions or require further assistance, do not hesitate to reach out to us.

Thank you for your business!

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]