

# Clarification on Delivery Protocols

Dear [Supplier's Name],

We hope this message finds you well. We are reaching out to clarify the delivery protocols that are essential for our ongoing partnership.

## Delivery Schedule

All deliveries should be made on [insert delivery days] between [insert delivery hours].

## Packaging Requirements

Please ensure that all products are packaged according to the standards outlined in our previous communications. This includes using [specific packaging materials].

## Delivery Documentation

Each delivery must be accompanied by the following documents:

- Delivery Note
- Invoice
- Compliance Certificates (if applicable)

## Contact Information

Should you have any questions or require further clarifications, please do not hesitate to reach out to us at [insert contact information].

Thank you for your attention to these details. We value your partnership and look forward to a successful delivery process.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]