

Load Weight Affirmation for Cargo Dispatch

Date: [Insert Date]

To: [Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

This letter serves as an affirmation of the load weight for the cargo scheduled for dispatch on [Dispatch Date]. We have conducted thorough measurements and confirm that the total weight of the cargo is [Total Weight] kg/lbs.

The specifics of the cargo are as follows:

- Item Description: [Description]
- Quantity: [Quantity]
- Total Weight: [Total Weight] kg/lbs
- Loading Instructions: [Instructions]

We kindly request that you confirm the receipt of this affirmation and ensure that all procedures related to the dispatch are followed accordingly. If there are any questions or further clarifications needed, please do not hesitate to contact us at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Company Address]

[City, State, Zip Code]