

Load Weight Verification for Shipping

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

This letter serves to verify the load weight for the shipment scheduled on [Insert Shipment Date] for [Describe Items Being Shipped]. The total weight of the shipment has been calculated and confirmed by our team, as detailed below:

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

The total verified weight of the shipment is [Total Weight] lbs/kg.

Should you require any additional information or documentation, 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 Address]

[City, State, Zip Code]