

Temperature-Sensitive Shipping Outline

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name/Company Name]

Subject: Temperature-Sensitive Shipment Guidelines

Overview

This letter outlines the necessary steps and considerations for shipping temperature-sensitive materials.

1. Packaging Requirements

- Use insulated packaging materials.
- Include cold packs or dry ice as appropriate.
- Clearly label the package as "Temperature Sensitive."

2. Temperature Monitoring

Attach a temperature logger to monitor conditions during transit.

3. Shipping Methods

- Choose overnight or express shipping options.
- Verify the carrier's temperature-controlled service availability.

4. Receiving Instructions

Inform the recipient to inspect the package immediately upon delivery.

Contact Information

If you have any questions or need assistance, please contact:

[Your Phone Number]

[Your Email Address]

Thank you for your attention to these important shipping guidelines.

Sincerely,
[Your Name]
[Your Position]