

Shipping Agreement Clarification

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Position]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to clarify certain aspects of our shipping agreement regarding delivery schedules. To ensure a smooth operation, please confirm the following delivery timelines:

- Order Number: [Insert Order Number] - Expected Delivery Date: [Insert Date]
- Order Number: [Insert Order Number] - Expected Delivery Date: [Insert Date]

Additionally, please inform us of any potential delays or changes to the schedule as soon as you are aware of them.

Thank you for your attention to this matter. We appreciate your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]