

# Shipping Agreement Clarification

**Date:** [Insert Date]

**To:** [Recipient Name]

**Company:** [Recipient Company]

**Address:** [Recipient Address]

Dear [Recipient Name],

I hope this message finds you well. I am writing to clarify certain points regarding our shipping agreement pertaining to our recent transaction.

## Agreement Details:

- **Shipment Date:** [Insert Date]
- **Delivery Terms:** [Insert Incoterms]
- **Shipping Method:** [Insert Shipping Method]
- **Expected Arrival:** [Insert Expected Arrival Date]

Additionally, I would like to confirm the following details:

- All goods will be properly packaged as per our discussions.
- Customs documentation will be prepared and provided in a timely manner.
- Insurance coverage for the shipments will be as agreed.

Should you have any questions or require further clarification, please do not hesitate to reach out to me at [your contact information].

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Email]

[Your Phone Number]