

Shipping Service Responsibilities and Obligations

Date: [Insert Date]

To: [Recipient Name]

[Recipient Address]

Subject: Shipping Service Responsibilities and Obligations

Dear [Recipient Name],

We appreciate the opportunity to provide our shipping services. This letter outlines our responsibilities and obligations in regards to the shipment of your goods.

1. Responsibilities of the Shipping Service

- To ensure the safe and timely delivery of your items.
- To provide tracking information for all shipments.
- To handle all customs paperwork necessary for international shipments.
- To address any delivery issues promptly.

2. Obligations of the Client

- To provide accurate shipping information and documentation.
- To ensure that items are securely packaged for transport.
- To pay all shipping fees in a timely manner.
- To notify the shipping service of any special handling requirements.

Please review these responsibilities and obligations carefully. If you have any questions or concerns, do not hesitate to reach out.

Thank you for choosing our shipping services.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]