

Product Packaging Instructions

Date: [Insert Date]

To: [Supplier Name]

From: [Your Company Name]

Subject: Packaging Instructions for [Product Name]

Dear [Supplier Name],

We appreciate your partnership and attention to detail in fulfilling our product orders. To ensure that the products are delivered in optimal condition and meet our quality standards, please follow the packaging instructions outlined below:

Packaging Specifications

- All products must be packed in [specific material, e.g., durable cardboard, biodegradable materials].
- Each product should be protected with [specify protective materials, e.g., bubble wrap, foam inserts].
- Boxes must be labeled clearly with the following information:
 - Product Name
 - Quantity
 - Batch Number
 - Handling Instructions
- Ensure that the sealed packages can withstand [specify conditions, e.g., stacking, humidity].

Shipping Instructions

The packages should be shipped to the following address:

[Your Shipping Address]

Deadline

Please ensure that these packaging requirements are adhered to by [insert deadline date].

If you have any questions or require further clarification regarding the packaging specifications, do not hesitate to contact us at [Your Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]