

Supplier Shipping and Delivery Arrangement

Date: [Insert Date]

From:

[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

To:

[Supplier's Company Name]
[Supplier's Company Address]
[City, State, Zip Code]

Dear [Supplier's Contact Name],

We hope this message finds you well. We are writing to confirm the shipping and delivery arrangements for our recent order placed on [Insert Order Date].

Order Details:

Order Number: [Insert Order Number]
Expected Delivery Date: [Insert Delivery Date]
Shipping Address: [Insert Shipping Address]

We would appreciate it if you could expedite the shipping process and provide us with tracking information once the order has been dispatched. If there are any issues or if additional time is needed, please let us know at your earliest convenience.

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

Best regards,

[Your Name]
[Your Job Title]
[Your Company Name]