

Scheduled Delivery Agreement

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are pleased to inform you that your scheduled delivery has been arranged as follows:

- **Delivery Date:** [Insert Delivery Date]
- **Delivery Time:** [Insert Delivery Time]
- **Delivery Address:** [Insert Delivery Address]
- **Item(s) Being Delivered:** [Insert Description of Items]

Please ensure that someone is present at the delivery address to receive the items. If you have any special instructions or if you need to reschedule, feel free to contact us at [Insert Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]