

Received Shipment Notice

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

We are pleased to inform you that your shipment has been received and is now in our possession. Below are the details of the shipment:

- **Shipment Tracking Number:** [Insert Tracking Number]
- **Date of Arrival:** [Insert Date]
- **Goods Description:** [Insert Description of Goods]
- **Quantity Received:** [Insert Quantity]

Please check the shipment details and let us know if everything is in order. If you have any questions or concerns, do not hesitate to contact us.

Thank you for choosing [Your Company Name].

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]