

Dear [Client's Name],

We would like to confirm the delivery timeline for your recent order with us. The details are as follows:

**Order Number:** [Order Number]

**Scheduled Delivery Date:** [Delivery Date]

**Delivery Location:** [Delivery Address]

Please let us know if you have any questions or if there are any changes needed. We appreciate your business and look forward to fulfilling your order.

Thank you,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]