

# Letter of Shipping Packaging Modifications

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. We are writing to inform you about recent modifications we have made to our shipping packaging process. These changes aim to enhance the safety and efficiency of our shipments.

Effective [Insert Effective Date], the following modifications will be implemented:

- Use of eco-friendly packaging materials.
- Updated box sizes to better fit our products.
- Enhanced cushioning methods to minimize damage during transit.
- New labeling standards to ensure clear identification of packages.

We believe these changes will improve our service quality and contribute to our environmental goals. Please feel free to reach out if you have any questions or need further details regarding these modifications.

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]