

## Shipping Notification Letter

**This package contains:**

1. Instructions & Checklist for a Shipping Notification Letter
2. Shipping Notification Letter

## Instructions & Checklist for Shipping Notification Letter

- This package contains (1) Instructions & Checklist for Shipping Notification Letter; and (2) Shipping Notification Letter;
- This form is designed to assist you in drafting a letter for when you need to notify a customer that their order has shipped.
- Be sure to include any “enclosures” mentioned in the letter. If there are no “enclosures” you may delete “Enclosure” from the bottom of the letter.
- Be sure to sign the letter and to make a copy before sending it out.
- Bracketed instructions may be included on this form to assist you in completing it and should be removed before printing. Generally in Microsoft Word, you can click on the bracketed instruction and start typing.
- These forms are not intended and are not a substitute for legal advice. These forms should only be a starting point for you and should not be used without consulting with an attorney first. An attorney should be consulted before negotiating any document with another party.
- The purchase and use of these forms, is subject to the Disclaimers and Terms of Use found at [findlegalforms.com](http://findlegalforms.com).

[Your Name]  
[Street Address]  
[City, State ZIP Code]  
[phone number - optional]  
[email address - optional]

November 9, 2010

[Name of Recipient]  
[Title]  
[Company Name]  
[Street Address]  
[City, State ZIP Code]

Ref: [Order Number]

Dear [Name of Recipient]:

Thank you for your recent order from [Company Name].

I am pleased to share that your order was shipped on [Date] via [Name of Shipping Service]. For your reference, the tracking number is [Tracking Number]. *[Delete if not applicable]*.

It has been a pleasure to serve you, and please do not hesitate to contact us should we be able to assist you again in the future.

Again, thank you for choosing to do business with [Company Name].

Sincerely,

[Your Name]  
[Title]