**[Your Name]**

[Your Address]

[City, State ZIP Code]

[Date]

**[Recipient Name]**

[Recipient Address]

[City, State ZIP Code]

**Dear [Recipient Name],**

I am writing to confirm that your shipment will be delivered on [Date of Delivery]. The package contained [Number of Items], including [List of Delivered Items]. [Name of Recipient or Designated Person] received the shipment at your address.

According to our records, the items were delivered in good condition and matched the description in the shipment details. Our system was used to track the package, and the tracking number is [Tracking Number].

I'd like to thank you for considering us for your shipment requirements. We take pride in delivering on time and efficiently, and it is always a joy to serve you.

Please do not hesitate to contact me with any questions or issues concerning the shipping. I will gladly help you in any manner I can.

**Sincerely,**

[Your Signature]

[Your Contact Information]

Thank you for your business, and we look forward to serving you again in the future.