

Formal Advice of Dispatch Letter for Business Partner

Subject: Notification of Goods Dispatch “ [Order/Invoice Number]

Dear [Recipient Name],

This is to formally advise that goods pertaining to [Order/Invoice Number] have been dispatched on [Dispatch Date] via [Courier/Transport Company]. The shipment contains [detailed description of items] and is expected to arrive on [Expected Delivery Date].

Please confirm receipt upon arrival. Should you have any questions regarding this shipment, we are available for assistance.

Best regards,

[Your Name]

[Title]

[Company Name]

[Contact Information]

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