

Detailed Advice of Dispatch Letter with Shipment Details

Subject: Detailed Dispatch Information “ Order #[Order Number]

Dear [Recipient Name],

We wish to advise that your order #[Order Number] has been dispatched on [Dispatch Date] via [Courier Name]. The shipment includes the following items:

- [Item 1] “ Quantity: [X]
- [Item 2] “ Quantity: [X]
- [Item 3] “ Quantity: [X]

Tracking number: [Tracking Number]. Expected delivery date: [Expected Delivery Date]. Please review the enclosed shipping documents for reference.

Thank you for your prompt attention.

Sincerely,

[Your Name]

[Title]

[Company Name]

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