

Advice Of Dispatch Letter

Subject: Dispatch Note for [Order/Invoice/Reference Number]

Dear [Recipient's Name],

I am writing to confirm the dispatch and delivery of the goods/services as per the following details:

Dispatch Note Number: [Dispatch Note Number]

Order/Invoice/Reference Number: [Order/Invoice/Reference Number]

Date of Dispatch: [Date of Dispatch]

Courier/Carrier Name: [Courier/Carrier Name]

Tracking Number (if applicable): [Tracking Number]

Description of Goods/Services:

[Item 1]: [Description] - [Quantity]

[Item 2]: [Description] - [Quantity]

[Item 3]: [Description] - [Quantity]

...

[Add more items as necessary]

Total Quantity: [Total Quantity]

Total Value: [Total Value]

Please note that all items have been carefully inspected for quality and accuracy before dispatch.

We have taken every precaution to ensure that the goods are delivered to you in perfect condition.

If there are any discrepancies or issues with the delivered items, please notify us within [number of days, e.g., 7 days] from the date of receipt.

We sincerely hope that you are satisfied with your purchase and that it meets your expectations.

Your feedback is valuable to us, and we would be glad to address any concerns you may have.

Thank you for choosing [Your Company's Name]. We value your business and look forward to serving you again in the future.

If you have any questions or need further assistance, please feel free to contact our customer

service department at [Customer Service Contact Details].

Yours sincerely,

[Your Name]

[Your Title/Position]

[Your Contact Information]