

Professional Advice of Dispatch Letter for Shipment

Subject: Advice of Dispatch for Order #[Order Number]

Dear [Recipient Name],

We are pleased to inform you that your order #[Order Number] has been dispatched on [Dispatch Date] via [Courier Name]. The shipment includes [brief description of goods] and is expected to reach you by [Expected Delivery Date].

Please find attached the shipping documents and tracking information for your reference. Should you require any further assistance, feel free to contact us.

Thank you for your business.

Sincerely,

[Your Name]

[Title]

[Company Name]

[Contact Information]

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