[DATE]

Contact Name

Address

Address2

City, State/Province

Zip/Postal Code

**RE: NOTICE OF DISPATCH**

Dear [CONTACT NAME],

The goods ordered [ORDER NUMBER] by you on our contract [CONTRACT NUMBER], dated [DATE], will be dispatched to you on [DATE] with [CARRIER NAME] and should arrive at your place of business on or about [DATE].

We thank you for your business.

Kind Regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]