

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

DHL Customer Service

[Local DHL Office Address]  
[City, State, Zip Code]

Subject: Delivery Instructions for [Tracking Number]

Dear DHL Customer Service,

I hope this message finds you well. I am writing to provide specific delivery instructions for my shipment with the tracking number [Tracking Number].

Please ensure the following instructions are followed during the delivery process:

1. \*\*Delivery Address:\*\*

[Complete Delivery Address]

2. \*\*Preferred Delivery Time:\*\*

[Specify any preferred delivery times, e.g., "between 10 AM and 2 PM"]

3. \*\*Contact Person:\*\*

[Name of the contact person at the delivery address, if applicable]

[Phone Number of the contact person]

4. \*\*Special Instructions:\*\*

- [Any specific placement instructions, e.g., "Leave package at the front porch, if no one is home."]

- [Instructions regarding pets or security codes, if necessary.]

Thank you for your attention to these instructions. If you have any questions or need further information, please do not hesitate to contact me at [Your Phone Number].

Best regards,

[Your Name]

[Your Signature (if sending a hard copy)]