

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, ZIP Code]

Subject: E-Way Bill Notification

Dear [Recipient Name],

We hope this message finds you well. This letter serves as a notification regarding the generation of the e-way bill associated with [Invoice Number/Order Number] dated [Date].

Details of the e-way bill are as follows:

- **E-Way Bill Number:** [E-Way Bill Number]
- **Goods Description:** [Description of Goods]
- **Vehicle Number:** [Vehicle Number]
- **Transporter Details:** [Transporter Name and Contact Information]
- **Expected Delivery Date:** [Delivery Date]

Please ensure that the e-way bill is carried during transit, as it is a mandatory document under the GST regulations.

Should you have any questions or require further clarification, feel free to reach out to us at [Your Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Contact Information]