

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: E-way Bill Accompanying Shipment

Dear [Recipient's Name],

We are pleased to inform you that your shipment [Shipment Reference Number] is on its way. Please find the e-way bill attached for your reference and records.

Details of the shipment are as follows:

- **Invoice Number:** [Invoice Number]
- **Consignee Name:** [Consignee Name]
- **Transporter Name:** [Transporter Name]
- **Date of Dispatch:** [Date of Dispatch]
- **Product Description:** [Description of Goods]
- **Quantity:** [Quantity]
- **Value:** [Total Value]

Please ensure that the e-way bill is kept with the shipment during transit. If you have any questions or require further information, feel free to contact us at [Your Contact Information].

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]

[Your Email Address]