

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

[Recipient Name]  
[Recipient Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Guaranteed Delivery Notice

I hope this message finds you well. This letter serves to confirm that we have dispatched your order #[Order Number] for [Product/Service Description] on [Shipment Date].

We assure you that your package is set for guaranteed delivery by [Delivery Date]. You can track your shipment using the following tracking number: [Tracking Number].

Should you have any questions or require further assistance, please do not hesitate to contact us at [Your Contact Information].

Thank you for choosing [Your Company Name].

Sincerely,

[Your Name]  
[Your Title]  
[Your Company Name]