

[Your Company Letterhead]

[Date]

[Customer's Name]

[Customer's Address]

[City, State, ZIP Code]

Dear [Customer's Name],

We are pleased to inform you that your DVD order has been shipped!

Order Details:

- Order Number: [Order Number]

- Title: [DVD Title]

- Tracking Number: [Tracking Number]

Your package is on its way and can be tracked using the tracking number provided above. We expect it to arrive by [Expected Delivery Date].

Thank you for choosing [Your Company Name]. If you have any questions or need assistance, feel free to reach out to our customer service at

[Customer Service Phone Number] or [Customer Service Email].

Best regards,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]