

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

Subject: Confirmation of Courier Service

Dear [Courier Service Contact Name],

I am writing to confirm the courier service scheduled for [date of pickup]. The details of the shipment are as follows:

- **Sender's Name:** [Your Name]
- **Sender's Address:** [Your Address]
- **Recipient's Name:** [Recipient's Name]
- **Recipient's Address:** [Recipient's Address]
- **Package Description:** [Brief description of contents]
- **Weight:** [Weight of the package]
- **Tracking Number:** [Tracking number if available]

Please let me know if there are any additional documents required or if you need further information.

Thank you for your assistance.

Sincerely,

[Your Name]