

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

[Courier Company Name]
[Courier Company Address]
[City, State, Zip Code]

Subject: Package Courier Instructions

Dear [Courier Company Name],

I am writing to provide instructions for the pickup and delivery of a package.

****Pickup Instructions:****

- Pickup Location: [Address where the package should be picked up]
- Contact Person: [Name of the person to contact at pickup location]
- Contact Number: [Phone number of the contact person]
- Preferred Pickup Date and Time: [Date and time for pickup]

****Package Details:****

- Description of Package: [Brief description of the package]
- Weight: [Weight of the package]
- Dimensions: [Dimensions of the package]

****Delivery Instructions:****

- Delivery Location: [Address where the package should be delivered]
- Contact Person: [Name of the person to contact at delivery location]
- Contact Number: [Phone number of the contact person]
- Preferred Delivery Date and Time: [Date and time for delivery]
- Special Instructions: [Any special instructions (if any)]

Please confirm receipt of these instructions and let me know if you require any further information.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]