

[Your Name]
[Your Position]
[Your Company/Organization]
[Company Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Position]
[Recipient Company/Organization]
[Recipient Address]
[City, State, ZIP Code]

Subject: Courier Dispatch Notification

Dear [Recipient Name],

I am writing to inform you that we have dispatched the following items via courier:

- Item Description: [Description of item(s)]
- Quantity: [Number of items]
- Tracking Number: [Courier tracking number]
- Dispatch Date: [Date of dispatch]

Please expect the delivery within [expected delivery time] at the address provided. If you have any questions or need further information, feel free to contact me.

Thank you for your attention.

Sincerely,

[Your Name]
[Your Position]
[Your Company/Organization]