

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Company Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Notice of Supply of Goods

Dear [Recipient's Name],

We are pleased to inform you that your order, [Order Number/Reference], has been processed and is scheduled for supply on [Supply Date]. The details of the goods being supplied are as follows:

- Item Description: [Description of Goods]
- Quantity: [Quantity]
- Unit Price: [Price]
- Total Amount: [Total Cost]

Please ensure that someone is available to receive the goods at the specified address: [Delivery Address]. Should you have any questions or require further information, feel free to contact us at [Your Contact Information].

Thank you for your business.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Company Phone Number]

[Your Company Email Address]