**LETTER TO CONFIRM THE SENDING OF A PACKAGE**

**[Senders Name]
[Address lines]
[State, ZIP Code]**

**[Letter Date]**

**[Recipients Name]
[Address line]
[State, ZIP Code]**

**[Subject: Normally bold, summarizes the intention of the letter] -Optional-**

Dear **[Recipients Name],**

As was discussed in our telephone conversation yesterday I have already sent out a package containing the information you wanted from the company. According to the representative I spoke to from UPS, you should receive it within the next day or so. Please keep me posted if this does not happen.

If you do receive it, please check the integrity of the items shipped and report back to me as well. Thank you.

Sincerely,

**[Senders Name]
[Senders Title] -Optional-**

**[Enclosures: number] - Optional -**
cc: **[Name of copy recipient] - Optional -**