[DATE]

Contact Name

Address

Address2

City

State/Province

Zip/Postal Code

**RE: DEMAND FOR ACKNOWLEDGMENT OF SHIPPING DATES**

Dear [CONTACT NAME],

We hereby request that you inform us of the shipping arrangements relating to our order [NUMBER] of [DATE] and that you can guarantee meeting such schedules.

Any default in the stated schedules from you will constitute a breach of said contract, and we will no longer be obligated under said contract.

Kind Regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]