[DATE]

Contact Name

Address

Address2

City

State/Province

Zip/Postal Code

**RE: NOTICE OF PACKING LIST REQUIREMENTS**

Dear [CONTACT NAME],

This is a reminder that ALL shipments to [NAME OF FIRM] must include a packing list which states the contents of each shipment and also references to the purchase order number for that shipment.

By adhering to this procedure, we will be able to manage the receipt of your delivery faster and therefore, speed up payment to you.

We appreciate your assistance in this matter. Please do not hesitate to contact me if you have any questions.

Kind Regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]