

Letter Informing a Client about the Shipment of a New Phone

[You're Name]

[Address]

[Letter Date]

[Recipients Name]

[Address]

[Subject: Subject of Letter] -Optional-

Dear (Recipient's Name),

This letter is to inform you that your order has been delivered. The phone [enter brand and model] that you had ordered on [enter date] is now on its way to your home. This is one of our most selling product with 100% positive feedback from our customers. The features of this phone include [enter features]. We are sure that you'll enjoy your experience with your new phone. Thank you very much for being our valuable client!

Note: In case of non-delivery, please inform us on our toll-free number 0000000

[You're Name]

[Senders Title] -Optional-