

Delivery Attempt Failure Notice

Dear [Recipient's Name],

We regret to inform you that we attempted to deliver your package on [Date], but were unable to do so due to [reason for failure, e.g., "no one was available to receive the package"].

Your tracking number is: [Tracking Number].

Please contact us at [Contact Information] or visit [Website/Location] to reschedule your delivery or arrange for pickup.

We apologize for any inconvenience this may cause and appreciate your understanding.

Sincerely,

[Your Company Name]

[Your Company Address]

[Your Contact Information]