

# Package Awaiting Pickup Notification

Dear [Recipient's Name],

We are writing to inform you that a package addressed to you is currently awaiting pickup at our facility.

## Package Details:

- Tracking Number: [Tracking Number]
- Date of Arrival: [Date]
- Pickup Location: [Pickup Location]
- Pickup Hours: [Hours of Operation]

Please make sure to bring a valid identification when you come to collect your package. If you have any questions, feel free to contact us at [Contact Information].

Thank you for your attention.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Company]