

Undelivered Package Notification

Dear [Recipient's Name],

We are writing to inform you that your package, with tracking number [Tracking Number], was unable to be delivered on [Delivery Date].

The delivery was unsuccessful due to [Reason for Non-Delivery, e.g., "an incorrect address" or "no one available to receive the package"].

To arrange for redelivery or to pick up your package, please contact our customer service at [Customer Service Phone Number] or visit our website at [Website URL].

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

Sincerely,

[Your Company Name]

[Your Company Contact Information]