

Parcel Pickup Reminder

Dear [Resident's Name],

This is a friendly reminder that you have a parcel waiting for you at the apartment office. Please be sure to pick it up at your earliest convenience.

Parcel Details:

- **Parcel ID:** [Parcel ID]
- **Delivery Date:** [Delivery Date]
- **Pickup Location:** [Pickup Location]

Our office hours are [Office Hours]. We look forward to seeing you soon!

Thank you for your prompt attention.

Sincerely,
[Your Apartment Management Team]