

Package Hold Notification

Date: [Insert Date]

To: [Tenant's Name]

Address: [Tenant's Address]

Dear [Tenant's Name],

We are writing to inform you that a package addressed to you has been received and is currently being held at the property management office.

Please visit the office to pick up your package at your earliest convenience. Our office hours are [Insert Office Hours]. If you are unable to pick up the package during these hours, please contact us to make alternative arrangements.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Property Management Company]

Contact Number: [Your Contact Number]

Email: [Your Email Address]