

Parcel Collection Alert

Dear Residents,

We are pleased to inform you that a parcel has arrived for you and is ready for collection. Please find the details below:

- **Tracking Number:** 123456789
- **Delivery Date:** October 15, 2023
- **Collection Location:** Community Center, 123 Main St.
- **Collection Hours:** 9 AM - 5 PM, Monday to Friday

Please bring a valid ID for verification and collect your parcel at your earliest convenience.

Thank you!

Sincerely,
Parcel Management Team