Resident Package Notification

Date: [Insert Date]

Dear [Resident's Name],

We are pleased to inform you that a package has been delivered to the [Apartment/Unit Number] for you. The details of your package are as follows:

- **Tracking Number:** [Insert Tracking Number]
- **Carrier:** [Insert Carrier Name]
- **Delivery Date:** [Insert Delivery Date]
- **Pickup Location:** [Insert Pickup Location]

Please pick up your package at your earliest convenience. If you have any questions or need assistance, feel free to contact the management office.

Thank you!

Sincerely,
[Your Name]
[Your Position]
[Property Management Name]
[Contact Information]