

Package Delivery Alert

Dear [Tenant's Name],

We are pleased to inform you that a package addressed to you has been delivered to the leasing office.

Details of your package:

- **Tracking Number:** [Tracking Number]
- **Delivery Date:** [Delivery Date]
- **Sender:** [Sender's Name]

Please visit the leasing office during our business hours to collect your package. Ensure to bring a valid ID for verification.

Thank you,

[Your Name]

[Your Position]

[Leasing Office Name]

[Contact Information]