

Delivery Attempt Notification

Dear [Recipient's Name],

We attempted to deliver your package on [Date] at approximately [Time]. Unfortunately, we were unable to complete the delivery due to [Reason for non-delivery].

Your package is currently being held at [Location/Company Name]. You may pick it up at your convenience or arrange for a redelivery.

To schedule a redelivery, please contact us at [Contact Information] or visit our website at [Website URL].

Thank you for your understanding.

Sincerely,

[Your Company Name]

[Your Company Contact Information]