

Missed Delivery Notification

Dear [Recipient's Name],

We attempted to deliver your package on [Date] but were unable to do so because [reason for missed delivery].

Your package is currently being held at [Location] and will be available for pickup starting [Pickup Date].

Please bring a valid ID and your tracking number, [Tracking Number], when you come to pick up your package.

If you would like 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]