

Non-Delivery Notification

Date: [Insert Date]

To: [Recipient's Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

We regret to inform you that your package with tracking number [Tracking Number] could not be delivered on [Delivery Date]. The reasons for non-delivery are as follows:

- [Reason 1]
- [Reason 2]
- [Any additional reasons]

Your package is currently being held at [Location/Facility Name]. You may collect it at your convenience or contact us at [Contact Information] for further assistance on how to proceed.

We apologize for the inconvenience this may have caused during your delivery experience.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]