

Package Delivery Issue Notification

Date: [Insert Date]

Dear [Recipient's Name],

We are writing to inform you of an issue regarding the delivery of your package with tracking number [Insert Tracking Number]. Unfortunately, it has come to our attention that there has been a delay in the delivery process.

We understand how important it is for you to receive your package promptly, and we are working diligently to resolve the matter. Our team is currently investigating the situation and will provide you with an update as soon as possible.

If you have any questions or require further assistance, please do not hesitate to contact our customer service team at [Insert Contact Information].

Thank you for your understanding and patience.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]