

Delivery Expectations Reminder

Dear [Recipient's Name],

We hope this message finds you well. As we approach the scheduled delivery date of your order #[Order Number], we would like to remind you of the following delivery expectations:

- **Delivery Date:** [Delivery Date]
- **Delivery Time:** [Expected Delivery Time]
- **Delivery Address:** [Delivery Address]
- **Contact Number:** [Your Contact Number]

Please ensure that someone is available at the delivery address to receive your package. If there are any changes to your delivery preferences or if you have any questions, do not hesitate to reach out to us.

Thank you for choosing [Your Company Name]. We look forward to serving you!

Sincerely,
[Your Name]
[Your Position]
[Your Company Name]
[Your Contact Information]