

# Notification of Delivery

Date: [Insert Date]

To: [Recipient Name]

Company: [Recipient Company]

Address: [Recipient Address]

Dear [Recipient Name],

We are pleased to inform you that the new telecom equipment you ordered has been scheduled for delivery. The details of the delivery are as follows:

- **Delivery Date:** [Insert Delivery Date]
- **Delivery Time:** [Insert Delivery Time]
- **Delivery Address:** [Insert Delivery Address]
- **Tracking Number:** [Insert Tracking Number]

Please ensure that someone is available to receive the equipment at the designated address. If you have any questions or need further assistance, feel free to contact us at [Insert Contact Information].

Thank you for your business!

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]