

Urgent Parcel Dispatch Notification

Date: [Insert Date]

To: [Recipient's Name]

Address: [Recipient's Address]

Contact: [Recipient's Contact Number]

Dear [Recipient's Name],

We are writing to inform you that your parcel has been dispatched urgently and is on its way to you. The details of the shipment are as follows:

- Tracking Number: [Insert Tracking Number]
- Parcel Contents: [Brief Description of Contents]
- Courier Service: [Courier Service Name]
- Expected Delivery Date: [Insert Expected Delivery Date]

Please ensure that someone is available to receive the parcel on the expected delivery date. If you have any questions or need to make arrangements for redelivery, do not hesitate to contact us.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]