

Delivery Acknowledgment Letter

Date: [Insert Date]

To,

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Subject: Acknowledgment of Missed Delivery

Dear [Recipient's Name],

We would like to acknowledge that a delivery was attempted for your order #[Order Number] on [Delivery Date]. Unfortunately, we were unable to complete the delivery due to [reason for missed delivery].

We apologize for any inconvenience this may have caused and would like to offer the following options to resolve the situation:

- Schedule a new delivery date.
- Pick up the package at our nearest location.

Please let us know your preference by contacting us at [Contact Information].

Thank you for your understanding.

Sincerely,

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