

Package Retrieval Request

Dear [Client's Name],

We hope this message finds you well. We are writing to inform you that your package, with tracking number [Tracking Number], is ready for retrieval.

Please visit our [Location/Address] during our business hours [Business Hours] to collect your package.

If you have any questions or require further assistance, feel free to contact us at [Contact Information].

Thank you for choosing our services.

Sincerely,

[Your Company Name]

[Your Name]

[Your Position]

[Your Contact Information]