

# Package Storage Reminder

Dear [Recipient's Name],

We hope this message finds you well. This is a friendly reminder that your package has been stored at our facility since [Date of Arrival]. Our records indicate that it will be held for a maximum of [Number of Days] days.

If you have not already done so, please arrange for pickup by [Pickup Deadline Date] to avoid any additional storage fees or the possibility of your package being returned to the sender.

For any questions or to schedule a pickup, feel free to contact us at [Contact Information].

Thank you for your attention to this matter.

Sincerely,  
[Your Name]  
[Your Company Name]