

# Package Delivery Instructions

Dear [Tenant's Name],

We want to ensure that your packages are delivered smoothly and securely. Please review the following instructions for package delivery to your unit:

## Delivery Location:

All packages should be delivered to the main entrance of the building. If you are expecting a large item, please notify management in advance.

## Delivery Hours:

Packages may be delivered between the hours of 9:00 AM and 6:00 PM, Monday through Saturday.

## Receiving Packages:

Upon delivery, please check your packages promptly. If you are not home, you can provide the delivery personnel with your contact information for any necessary follow-up.

## Package Notifications:

You will receive a notification via [email/text] when your package has been delivered to the building. Please check your notifications regularly.

## Contact Information:

If you have any questions or concerns regarding your package delivery, please contact the management office at [Phone Number] or [Email Address].

Thank you for your cooperation!

Sincerely,  
[Your Name]  
[Your Title]  
[Building Management Company]