

Delivery Attempt Notification

Dear [Recipient's Name],

We hope this message finds you well. We regret to inform you that we attempted to deliver your package on [Date], but unfortunately, we were unable to complete the delivery due to [reason for unsuccessful delivery, e.g., no one was available to receive the package, incorrect address, etc.].

Your package is currently being held at our local facility. You can collect it in person or we can arrange for another delivery attempt at your convenience. Please contact us at [Contact Information] to schedule.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]