

# Letter of Regret for Unsuccessful Package Delivery

Date: [Insert Date]

Dear [Recipient's Name],

We regret to inform you that we were unable to successfully deliver your package with tracking number [Insert Tracking Number] on [Insert Attempt Date].

The delivery could not be completed due to [brief reason for failed delivery, e.g., "the recipient was not available at the time of delivery"]. We understand that this may cause inconvenience, and we sincerely apologize for any trouble this may have caused.

Please contact us at [Insert Contact Information] or visit our website to reschedule the delivery or to arrange for package pickup at your convenience.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]