

Notice of Proof of Package Delivery

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

This letter serves as formal notification that your package with tracking number [Insert Tracking Number] has been successfully delivered on [Insert Delivery Date].

The package was delivered to the following address:

[Delivery Address]

If you have any questions or concerns regarding this delivery, please do not hesitate to contact us at [Your Contact Information].

Thank you for your attention.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]