

Cargo Arrival Notice

Date: [Insert Date]

To: [Recipient Name]

Company: [Recipient Company Name]

Address: [Recipient Address]

Subject: Notice of Cargo Arrival

Dear [Recipient Name],

We are pleased to inform you that your cargo has arrived at our facility. Below are the details for your records:

- **Cargo Description:** [Description of Cargo]
- **Tracking Number:** [Tracking Number]
- **Arrival Date:** [Arrival Date]
- **Location:** [Location of Cargo]
- **Contact Number:** [Your Contact Number]

Please arrange to pick up your cargo at your earliest convenience. Should you have any questions, feel free to contact us at the provided number.

Thank you for choosing [Your Company Name] for your transportation needs.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[Your Company Phone Number]