

Package Receipt Verification Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

To Whom It May Concern,

I am writing to request verification of the receipt of a package that I ordered on [Insert Order Date]. The tracking number for the shipment is [Insert Tracking Number].

Details of the package are as follows:

- Order Number: [Insert Order Number]
- Item Description: [Insert Item Description]
- Shipping Address: [Insert Shipping Address]

I would appreciate it if you could confirm whether the package has been received and any additional details related to this order.

Thank you for your assistance.

Sincerely,

[Your Name]