

Urgent Package Delivery Notification

Dear [Recipient's Name],

We are writing to inform you that your package, with tracking number [**Tracking Number**], is scheduled for urgent delivery. The expected delivery date is [**Delivery Date**].

Please ensure that someone is available to receive the package at the delivery address:

[Delivery Address]

If you have any questions or need to reschedule the delivery, please contact us at [**Contact Information**].

Thank you for your attention to this matter.

Sincerely,
[Your Company Name]