

**Dear [Neighbor's Name],**

I hope this message finds you well. I am writing to bring to your attention a small issue regarding misdelivered mail. Recently, I received some mail that appears to be addressed to your residence.

The mail includes [brief description of the items, e.g., a package, letter, etc.], and I want to ensure it gets to you as intended. If you haven't already received it, please let me know how you would like me to return it to you.

Thank you for your understanding and cooperation. Looking forward to your response!

Best regards,

[Your Name]

[Your Address]

[Your Contact Information]