

Notification of Mail Mix-Up

Date: [Insert Date]

Dear [Neighbor's Name],

I hope this message finds you well. I am writing to inform you that I mistakenly received some of your mail intended for your address. The items were delivered to my mailbox at [Your Address].

Please let me know how you would like to retrieve them. I can drop them off at your place or keep them safe until you can pick them up.

I apologize for any inconvenience this may have caused and appreciate your understanding.

Thank you!

Sincerely,
[Your Name]
[Your Contact Information]