

# Reminder: Handling Misdelivered Packages

Dear [Recipient's Name],

We hope this message finds you well. This is a friendly reminder regarding the handling of misdelaivered packages in our community.

If you receive a package that is not intended for you, please take the following steps:

- Check the label to confirm it's not addressed to you.
- If possible, contact the delivery service to report the misdelivery.
- Do not open the package; instead, kindly leave it in a safe location for pickup.
- You may also reach out to the intended recipient, if known, to arrange for the package's return.

Your cooperation in this matter is greatly appreciated, as it helps ensure our community stays connected and well-serviced.

Thank you for your attention to this important reminder!

Sincerely,  
[Your Name]  
[Your Position]  
[Your Contact Information]