

# Goods Arrival Notification

Date: [Insert Date]

To: [Recipient Name]

Company: [Recipient Company]

Address: [Recipient Address]

Dear [Recipient Name],

We are pleased to inform you that your order with reference number **[Order Number]** has arrived at our facility. The details of the goods are as follows:

- Item Description: [Item Description]
- Quantity: [Quantity]
- Delivery Date: [Delivery Date]

Please arrange for pickup or delivery at your earliest convenience. If you have any questions or require further assistance, feel free to contact us at [Contact Information].

Thank you for your business!

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]