

# Missed Package Notification

Dear [Recipient's Name],

We regret to inform you that we attempted to deliver your package on [Date], but were unable to do so because you were not available at the time of delivery.

Your package is currently being held at [Location/Facility Name]. You can collect it from [Collection Hours]. Please bring a valid ID and the tracking number for verification.

If you prefer, you may also reschedule the delivery for a more convenient time by contacting us at [Customer Service Phone Number] or visiting our website.

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

Sincerely,

[Your Company Name]

[Your Company Contact Information]