

# Parcel Delivery Instructions

Dear [Delivery Service/Carrier Name],

We are writing to provide instructions for the delivery of our express parcel. Below are the details you will need to ensure successful delivery:

## Parcel Details:

- **Parcel Tracking Number:** [Tracking Number]
- **Parcel Weight:** [Weight]
- **Contents:** [Description of Contents]

## Delivery Address:

[Recipient Name]

[Street Address]

[City, State, ZIP Code]

[Country]

## Delivery Instructions:

1. Please deliver the parcel on or before [Delivery Date].
2. Leave the parcel at the front door if no one is home.
3. If the front door is not accessible, please leave it with [Alternative Drop-off Location].
4. For any questions, please contact [Contact Name] at [Contact Phone Number].

Thank you for your attention to these instructions. We appreciate your service!

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]