

Notification of Delivery Completion

Date: [Insert Date]

To: [Recipient Name]

[Recipient Address]

Dear [Recipient Name],

We are pleased to inform you that your order #[Order Number] has been successfully delivered as of [Delivery Date].

Details of the delivery are as follows:

- Order Items: [List of Items]
- Delivery Address: [Delivery Address]
- Delivery Method: [Delivery Method]
- Tracking Number: [Tracking Number]

Please inspect the items and confirm their receipt. If you have any questions or issues regarding your order, feel free to reach out to us at [Contact Information].

Thank you for choosing [Your Company Name]. We look forward to serving you again.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Company Contact Information]