

Delivery Completion Notice

Date: [Insert Date]

From: [Shipper's Name]

To: [Recipient's Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

We are pleased to inform you that the delivery of your goods has been successfully completed.

Details of the delivery are as follows:

- Tracking Number: [Insert Tracking Number]
- Delivery Date: [Insert Delivery Date]
- Time of Delivery: [Insert Time]
- Delivered By: [Insert Delivery Personnel/Company]

If you have any questions or concerns regarding your delivery, please feel free to contact us at [Insert Contact Information].

Thank you for choosing [Shipper's Name]. We look forward to serving you again!

Sincerely,

[Your Name]

[Your Position]

[Shipper's Name]

[Shipper's Contact Information]