

# Consignment Arrival Notification

Date: [Insert Date]

To,  
[Recipient's Name]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to inform you that your consignment with the tracking number [Tracking Number] has arrived at our facility on [Arrival Date]. The details of the consignment are as follows:

- Sender: [Sender's Name]
- Description of Goods: [Description]
- Quantity: [Quantity]
- Condition: [Condition]

Please arrange to collect the consignment at your earliest convenience. Our facility is open from [Opening Hours] on weekdays.

Should you have any questions or require further assistance, feel free to contact us at [Contact Information].

Thank you for your attention.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Company]  
[Your Contact Information]