

Package Arrival Confirmation

Date: [Insert Date]

Dear [Recipient's Name],

We are pleased to inform you that your package with tracking number [Insert Tracking Number] has arrived at our facility.

Package Details:

- Sender: [Sender's Name]
- Recipient: [Recipient's Name]
- Arrival Date: [Insert Arrival Date]
- Contents: [Brief Description of Contents]

To collect your package, please visit us at [Insert Address] during our business hours of [Insert Hours].

If you have any questions, feel free to contact us at [Insert Contact Information].

Thank you for choosing our services!

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]