

Notification of Package Reception

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are pleased to inform you that your package has been successfully received at our facility. Below are the details regarding your package:

- **Tracking Number:** [Tracking Number]
- **Sender:** [Sender's Name]
- **Delivery Date:** [Delivery Date]
- **Package Contents:** [Description of Contents]

Your package will be stored securely until you are able to pick it up. Please present this notification for verification during pick-up.

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

Thank you for choosing our service!

Sincerely,

[Your Name]

[Your Position]

[Your Company]