

Package Receipt Confirmation

Date: [Insert Date]

To: [Recipient's Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

We are pleased to inform you that we have received your package with the tracking number [Tracking Number] on [Receipt Date]. The details of the package are as follows:

- Sender: [Sender's Name]
- Contents: [Description of Contents]
- Condition: [Condition of the Package]

Thank you for choosing our service. If you have any questions or need further assistance, please do not hesitate to contact us.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]