

Package Arrival Acknowledgment

Date: [Insert Date]

Sender Name: [Insert Sender Name]

Sender Address: [Insert Sender Address]

Recipient Name: [Insert Recipient Name]

Recipient Address: [Insert Recipient Address]

Dear [Sender Name],

We would like to acknowledge the receipt of your package, which arrived on [Insert Arrival Date]. The package was received in good condition and is currently under our care.

Details of the package are as follows:

- Tracking Number: [Insert Tracking Number]
- Contents: [Insert Contents Description]
- Quantity: [Insert Quantity]

Thank you for your prompt delivery. If you have any further questions regarding this package, please do not hesitate to contact us.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]