

# Ready for Collection Alert

Dear [Recipient's Name],

We are pleased to inform you that your [item name or order] is now ready for collection.

Please visit our [location/store name] during our opening hours to pick up your order. For your convenience, the details are as follows:

- **Collection Date:** [Date]
- **Collection Time:** [Time]
- **Location:** [Address]

If you have any questions or need further assistance, please do not hesitate to contact us at [contact information].

Thank you for choosing [Company Name]. We look forward to serving you.

Best regards,  
[Your Name]  
[Your Position]  
[Company Name]