

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Name
Address Line
City, State Zip Code

Date

Return address:
Company
Address Line 1
Address Line 2
City, State Zip Code

Re: Notification of Parts Arrival

Dear :

The parts for your antique clock have arrived. Please stop by during operating hours to pick them up.

Sincerely,

N A M E