

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: DHL Delivery Confirmation

Dear [Recipient Name],

We are pleased to inform you that your package sent via DHL has been successfully delivered. Below are the details of the shipment:

- Tracking Number: [Tracking Number]
- Delivery Date: [Delivery Date]
- Delivery Address: [Delivery Address]
- Sender: [Sender Name]

If you have any questions or need further assistance regarding this delivery, please feel free to contact us at [Your Contact Information].

Thank you for choosing our services.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[Your Phone Number]

[Your Email Address]