

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Date]

[Recipient's Name]  
[Recipient's Address]  
[City, State, Zip Code]

Hey [Recipient's Name],

I hope you're doing well! I just wanted to drop you a quick note to let you know that I've sent a package your way via courier. It should arrive by [expected delivery date].

Inside, you'll find [brief description of contents]. I hope you like it!

If you have any trouble with the delivery, feel free to give me a shout.

Looking forward to hearing from you soon!

Best,

[Your Name]