

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

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

Dear [Recipient's Name],

I hope this message finds you well.

I am writing to provide you with an update regarding the tracking information for your recent courier shipment.

- ****Tracking Number:**** [Tracking Number]

- ****Current Status:**** [Current Status]

- ****Estimated Delivery Date:**** [Estimated Delivery Date]

You can track your shipment using the following link: [Tracking Link].

Please feel free to reach out if you have any questions or need further assistance.

Thank you for your attention.

Best regards,

[Your Name]