

[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],

Subject: Scheduled Courier Delivery Notification

I hope this message finds you well. I am writing to inform you that a courier delivery has been scheduled to arrive at your address.

Details of the Delivery:

- **Courier Service:** [Courier Service Name]
- **Tracking Number:** [Tracking Number]
- **Scheduled Delivery Date:** [Date]
- **Estimated Delivery Time:** [Time Range]

Please ensure that someone is available at the specified address to receive the package. If you have any questions or concerns regarding this delivery, feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Best regards,

[Your Signature (if sending a hard copy)]

[Your Printed Name]