

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to inform you that your order #[Order Number] is ready for pick up.

****Pick Up Details:****

- ****Location:**** [Pick Up Address]

- ****Pick Up Hours:**** [Days and Hours of Operation]

- ****Contact Number:**** [Contact Phone Number]

Please bring a valid ID and a copy of this notification for verification.

Thank you for choosing [Your Company Name]. Should you have any questions, feel free to contact us.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]