

Delivery Exception Letter

Date:

To:

Address:

Subject: Delivery Exception Notification

Dear ,

We regret to inform you that there has been an exception with your delivery scheduled for . The shipment with tracking number could not be delivered due to the following reason(s):

Please contact our customer service at or via email at to arrange for redelivery or further assistance.

We apologize for any inconvenience this may have caused.

Sincerely,