

Sample Letter for Notification of Parts Arrival

[COMPANY]
[ADDRESS1]
[ADDRESS2]
[CITY] [STATE], [ZIP]
[PHONE]
[FAX]
[EMAIL]
[WEBSITE]

Date

(Name and Address)

Re: Notification of Parts Arrival

Dear _____:

The parts for your _____ have arrived. Please stop by during operating hours to pick them up.

Sincerely,

[COMPANY]

By: _____

[NAME]

Its: _____