[DATE]

Contact Name

Address

Address2

City, State/Province

Zip/Postal Code

**RE: PARTS ARRIVAL NOTIFICATION**

Dear [CONTACT NAME],

We are pleased to inform you that the parts you ordered are now in stock and available for collection at the following address:

[COMPANY]

[ADDRESS]

[ADDRESS L2]  
[CITY, STATE/PROVINCE]

[ZIP/POSTAL CODE]

Please accept our sincerest apologies for the delay, and we thank you for your patience in this matter. As ever, it is our full intention to provide you with a reliable and quality service, and in keeping with this goal, we appreciate your tolerance in waiting.  
  
Please call upon us at any time if we may be of further assistance.

Kind Regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]